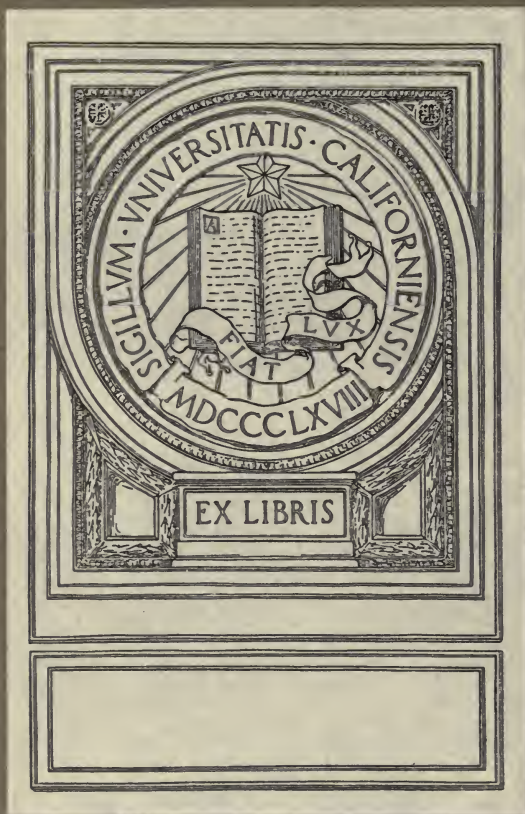


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GUIDE TO THE USE *of* LIBRARIES •

A Manual for Students
in the University of Illinois

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MARGARET HUTCHINS, A.B., B.L.S.

ALICE S. JOHNSON, A.B., B.L.S.

MARGARET S. WILLIAMS, A.B., B.L.S.

Reference Librarians in the Library and Lecturers in
the Library School University of Illinois



URBANA, ILLINOIS

1920

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LIBRARY
SCHOOL

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MARGARET HUTCHINS
ALICE S. JOHNSON
MARGARET S. WILLIAMS

TO THE
LIBRARY OF THE
SCHOOL OF THE
MICHIGAN STATE UNIVERSITY

PREFACE

This manual is intended to serve as a textbook and basis for problems in the course on the use of books and libraries as given at the University of Illinois for freshmen and sophomores. It is, in its present form, a development from outlines and lecture notes used in this course for a number of years past. Although there are several excellent textbooks on library practices already published, none seem to meet the needs of a course for college underclassmen, in which weekly problems are assigned to be worked out by the student. This book lays no claims to originality, nor does it contain anything for the trained librarian or scholar. It seems justified, however, because its use will leave free for recitation and discussion the part of the class period formerly consumed by the students in detailed note-taking from lectures.

The course for which this manual has been prepared was started at the University of Illinois in the fall of 1898 by the late Katharine L. Sharp, formerly Librarian and Director of the Library School, and has been continued by successive members of the Reference Department of the Library, assisted by members of the Faculty of the Library School. It is an elective course, accepted for credit in the undergraduate colleges of the University. Its purpose, primarily, is to give to the students early in their college career some knowledge of the resources of the library and a familiarity with reference books which will help them in the preparation of assignments in other studies. Recitations are conducted by a combination of the question-and-answer, topical, and lecture methods, but the most important feature of the course is the laboratory work in the form of problems which necessitate the use of the library records and books described in the manual. These are assigned each week and on being handed in are corrected and returned to the students at the following class period. (See Appendix II for sample problem.)

The compilers are glad to acknowledge their indebtedness to Mr. Phineas L. Windsor for advice and encouragement in

the planning of this work, and to Miss Frances Simpson, Miss Emma Felsenthal, Miss Sabra Vought, and others who have taught the course, for their part in the preparation of lectures and outlines from which this manual has developed. From the following books especially, helpful suggestions have been received: Kroeger, *Guide to the study and use of reference books*; Fay and Eaton, *Instruction in the use of books and libraries*; Lowe, *Books and libraries*; and Ward, *Practical use of books and libraries*.

M. H.
A. S. J.
M. S. W.

Urbana, Illinois.
July 1920

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CHAPTER I

INTRODUCTION

1. **Libraries: their function and use.**—Libraries were once regarded simply as a place in which to keep books, a storehouse of knowledge, where stress was laid on preserving rather than using records. But during the last few decades, the trend has been to make the library also an active agency in the community. Our larger public libraries assist in meeting civic needs, educational and sociological as well as recreational. So-called "special" libraries maintained by large business, manufacturing, and engineering firms meet a definite demand by furnishing information along the lines of the firm's particular interest.

(The college library has a somewhat different, though very real service to perform.) Here, (in addition to supplying reading and study room facilities, the primary purpose is to make possible the investigation of any subject. The library becomes the laboratory of both students and teachers, irrespective of their special interest, be it engineering, agriculture, commerce, science or the liberal arts.)

However, only those who know something of the subject can make the best use of a laboratory. Equipment in a physics laboratory of only passing interest to a casual observer has much more meaning to one who knows how to use it. Likewise, (the library offers things of interest to even the uninformed mind, but an adequate use of its facilities can only be made by one who knows its organization and resources. One might gain this knowledge through a continued use of the library and the gradual discovery of its make-up, but meanwhile one would miss many short cuts and overlook valuable material. For this reason, a systematic study of the library, its arrangement, important records, and resources will bring abundant returns.) Throughout the course it should be remembered that the purpose of gaining this information is simply a means to an end—to assist in the field of one's special interest.

CHAPTER II

THE UNIVERSITY OF ILLINOIS LIBRARY

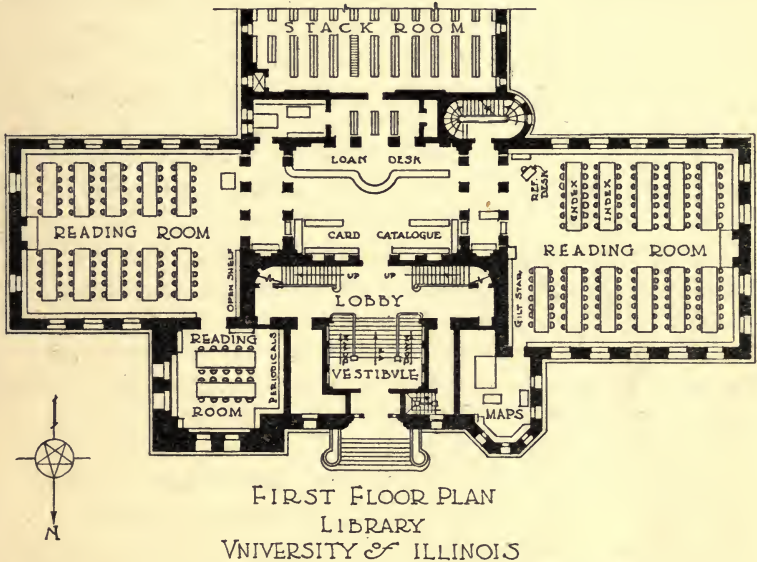
2. The **University of Illinois Library** is as old as the university, for in 1867, 644 volumes were purchased for \$1000.00, appropriated by the trustees. For thirty years it occupied space in the two successive University Halls. When a building was erected for it in 1897, it had been supported for twenty years by special appropriations from the Legislature and had attained the size of nearly thirty-five thousand volumes. In the next ten years it grew to be ten times as large. In 1920 it contained nearly half a million volumes and it was growing at the rate of about thirty thousand volumes a year.

3. **Arrangement of the Library Building.**—The public reading rooms of the Library are at the front (north) of the building, on the second floor, the south wing of the building and all the basement and third floor being reserved for stacks (book rooms) and the administrative offices and work rooms of the library staff.

Referring to the plan, it will be seen that a person who has entered at the north door or main entrance of the building must ascend a short flight of stairs to reach the second floor. Passing through the doorway at the head of the stairs, he will find facing him a curved counter which is called the Loan Desk. Turning to the left, he will pass between pillars into the East Reading Room and turning again to the left he approaches a small room known as the Tower Room. (These two rooms are sometimes called Periodical Rooms, because they contain chiefly periodicals or magazines.) On the way into the Tower Room he passes an "Open Shelf Collection" of books on the west wall.

As he returns past the Loan Desk, he faces the West Reading Room, which takes its name Reference Room from the kind of books shelved in it. Near its entrance, he will find at the left the desk for the Reference Librarian and at the right low cases for atlases and directories, which

enclose an alcove for the cabinets of drawers containing the Shelf List. Going to the right, i. e. north, he will pass the "Gilt Star Collection" on his way to the Map Room, which opens from the northeast corner of the Reference Room.



Having retraced his steps to the Loan Desk and faced toward the entrance of the Library, he will see on either side of the doorway the cabinets of drawers which contain the Card Catalog of the Library, and, between himself and the catalog, counters on which the catalog drawers may be laid for consultation.

4. **Department Libraries.**—Not all of the Library, however, is housed in the Library Building. Department libraries and reading rooms in several of the university buildings contain special collections of the books belonging to the University Library, varying in size from a few hundred to

twenty thousand volumes and leaving in the Library Building about two hundred thousand volumes, which constitute the General Library.

The department libraries and reading rooms are:

Agriculture	117 Agriculture Building
Architecture	419 Engineering Hall
Ceramics	202 Ceramic Engineering Building
Chemistry	257 Chemistry Laboratory
Classics	106 Lincoln Hall
Commerce	208 Commerce Building
Economics and Sociology	302 Lincoln Hall
Engineering	119 Engineering Hall
English	204 Lincoln Hall
History and Political Science	303 Lincoln Hall
Law	Law Building
Mathematics	436-A Natural History Hall
Modern Languages	203 Lincoln Hall
Natural History	225 Natural History Hall
Philosophy, Psychology and Education	109 Lincoln Hall
Physics	201 Physics Laboratory

5. General Regulations for the use of the Library.

Library rules are made with the intention of giving to a large number of people the best opportunity possible to use a library for the purpose for which it is intended. As a university library is to be used primarily for study and investigation, it must have regulations in order to provide quiet surroundings for the former purpose and quick access to material needed for the second.

Consider a library in which no rules of conduct are observed. You come to study in it, but find so many people talking together that it is impossible to concentrate your attention on your work. You hurry in to look up an address, but some one has taken the directory out and is not expected to return it until next week. You have to read

a chapter in a book for a class assignment, but some fellow student has removed the book and will probably not replace it until after the class has met. If you want to make use of some statistics, you cannot decipher the figures because the tables in the Census report are so covered with pen marks; or, having found with considerable difficulty a reference to a magazine article on some subject on which little has been published, you discover when you open to the place where the article should be, that some inconsiderate person has torn out those pages. Naturally you would grow indignant over your experiences in a library like that and would wonder "why they allow it."

It will be seen then that the Library Regulations¹ are for the purpose of having the material owned by the Library on hand when it is most needed and that requests for silence and the careful use of books are for the benefit of the students rather than the librarians. Fines are imposed for infringement of the rules not because they increase the revenues of the University but simply because no other plan has yet been devised for the protection of the rights of the many against the few who do not voluntarily work together for the common good.

6. How to obtain Library Books.—

Loan Department: If the student knows what books he wants and how to use the card catalog of the Library, he will fill out for each book a call slip, which he finds on one of the counters near the catalog, and present it at the Loan Desk. Unless the book is shelved in a department library or one of the reading rooms, or unless it is charged out to someone, the assistant at the Loan Desk will bring it from the stacks. The student will then sign the call slip, which becomes the Library's receipt from him for the book, or, for a reserve book he will sign his name on a card provided for the purpose. Reserve books must not be taken from the

¹University of Illinois Regulations for the guidance of undergraduate students, Appendix II.

Library without permission. Books not on reserve may be kept two weeks.

Reference Department: If the student does not know how to find the book he wants through the card catalog, or if he does not know what books will give him the desired information, he should ask for aid at the Reference Desk, as it is the work of the Reference Department to assist people in finding what they want in the Library.

7. Special Collections in the Reading Rooms.—

Periodicals: Most of the bound volumes of periodicals are kept in the stacks and department libraries, but a collection of about seventy of the most generally used magazines is shelved alphabetically around the walls of the Periodical Rooms. In pigeon holes on the west wall of the Tower Room are kept in alphabetical order the current issues of these periodicals and of about four hundred others. A few of the most used are in binders on the tables. A list of the current magazines is hung on the door near the pigeon holes. (If older issues are wanted, and they are not found among the bound volumes in the Reading Rooms, they must be called for at the Loan Desk.)

Reference Books: Books which are to be consulted for definite information, such as dictionaries, encyclopedias, indexes, and atlases, are shelved in the Reference Room, arranged by subject. A plan showing the arrangement of these books will be found on the end of the Loan Desk nearest the Reference Room.

Books for Reading: If anyone wants a good book for reading at home and cannot think of one which he wishes to read, he may find what he wants by looking over the collections in the Reading Rooms, known as the Gilt Star and Open Shelf Collections. If he desires a novel, he should look in the Gilt Star Collection in the Reference Room. If he would like to read a good biography, or book of travel, or poetry, or a popular book on some art or science, he should examine the books in the Open Shelf Collection in the East Reading

Room. On the east end of the Loan Desk, too, he will often find a smaller group of books, which is changed frequently. Call slips for books taken home from these collections should be signed and left at the Loan Desk.

The Open Shelf and Gilt Star Collections, like the reference books, are arranged by their call numbers which are explained in the following chapters of this manual. Small printed lists, not only of the novels included in the Gilt Star Collection, but also of plays and short stories, may be obtained at the Loan Desk.

CHAPTER III

CLASSIFICATION

8. **Classification Defined.**—To assemble a number of volumes in one place and arrange them side by side on the shelves is not sufficient in a present day well organized library. There must be some grouping of books so that those having characteristics in common will stand together. This process is called Classification.

The similarity between the books may be based on artificial characteristics peculiar to the particular copies of the works such as size, date of publication or of purchase, color of binding, or type of illustration; or it may be based on a more intrinsic and natural quality such as the subject with which the book deals. In the arrangement of any particular collection, however, the grouping is usually determined by the use to which the collection is to be put. An arrangement suited to one purpose might not be suited to another. A printer might arrange his volumes as to style of type; a binder as to their bindings; a collector of old books as to their date of printing; a book dealer alphabetically as to their publishers or authors. In a library for general use, however, those systems of classification have been found most satisfactory which arrange books according to the subjects with which they deal. This would—in so far as possible—group all of the algebras; all of the botanies in one place. The histories of England would be together, likewise those of France, and those dealing with general European history would be not far distant.

For many books, the grouping is naturally with one subject and one subject only, but for many others it might be equally well with any one of several subjects. In such cases the decision as to the proper number is usually based on a consideration of which arrangement is best suited to the individual library and will make the book most available. A book on the diseases of wheat might be grouped with material on crops in an agricultural library and with books on botany

in a scientific library. Likewise a book on electricity might be grouped with engineering in one library and with physics in another. Or it sometimes happens that in separate sections of the same book several subjects, such as heat, light and electricity, are treated. Then, since the book can stand in only one place, it becomes necessary to classify it with only one of the subjects with which it deals or with a more general subject, such as physics, which includes them all. From these examples some idea may be gained of the problems of classification and the lack of definite or rigid rules to govern the placing of any particular book. A perfect classification has not yet been devised and probably never will be, but much has been done to make books and other printed material more available, and it must be remembered that a classification suited to abstract philosophical ideas is not, in all probability, suited to subjects as they are treated in books.

9. **Notation.**—In any classification to be applied to books it is desirable to have a system of symbols—a shorthand method, in fact—by which the various subjects may be briefly expressed and naturally grouped in logical order. These should be familiar symbols having some definite sequence—such as the letters of the alphabet or the Arabic numerals; they should be easily spoken and written; and as few as possible should be needed to express a subject. The symbols used in a classification to designate the subjects constitute the notation.

10. **Systems of classification.**—Many systems of classification have been formulated, but there are three in most common use in the libraries of this country today: the Expansive classification, the Library of Congress classification, and the Decimal classification. These differ from each other in the grouping of the various subjects and in the notation which they employ.

11. The **Expansive**, or **Cutter** classification as it is sometimes called from the name of its author, Charles A. Cutter, uses the twenty-six letters of the alphabet as the basis of its notation, and has, consequently, a large number of general

divisions, or subjects. The main divisions of this classification are as follows:

- A General works
- B Philosophy
- C Judaism and Christianity
- D Ecclesiastical history
- E Biography
- F History
- G Geography and travels
- H Social sciences
- I Demotics, Sociology
- J Civics, Government, Political Science
- K Legislation
- L Sciences and arts
- M Natural History
- N Botany
- O Zoology
- P Vertebrates
- Q Medicine
- R Technology
- S Constructive arts (Engineering and building)
- T Fabricative arts (Manufactures and handicrafts)
- U Combative and preservative arts
- V Recreative arts
- W Art
- X Philology
- Y Literature
- Z Book arts

12. The **Library of Congress** system, devised to meet the special needs of our national library at Washington, has been adopted by other libraries, although its use is much less general than that of the other classifications mentioned. It uses for its notation the letters of the alphabet followed by Arabic figures or in some cases, by an additional capital letter and figures. The main classes of this scheme are:

- A General works—Polygraphy
- B Philosophy—Religion
- C History—Auxiliary sciences
- D History and topography (except America)
- E and F American history
- G Geography—Anthropology

H	Social sciences
J	Political science
K	Law
L	Education
M	Music
N	Fine arts
P	Language and literature
Q	Science
R	Medicine
S	Agriculture—Plant and animal industry
T	Technology
U	Military science
V	Naval science
Z	Bibliography and Library Science ²

13. The **Decimal Classification**, worked out by Melvil Dewey, is the system most often used in the public and college libraries of this country. It is also found to some extent in the libraries of foreign countries since its notation, the Arabic numerals, is adaptable to many languages. It was first developed in 1873 and has been constantly passing through new editions and revisions. It is now in its tenth edition and fills a volume of nine hundred and thirty-six pages.

According to this scheme of classification the field of knowledge is divided into nine main classes, and books are arranged under these nine groups numbered 1 to 9. A tenth class marked with a 0 is added for encyclopedias, periodicals and other publications so general in character as to belong to no one group. Each class is divided into nine divisions as shown in the accompanying summary of the classification.

²U. S. Library of Congress. Classification; outline scheme of classes. Preliminary, Dec. 1909.

DECIMAL CLASSIFICATION

SUMMARY OF CLASSES AND DIVISIONS

000 GENERAL WORKS

- 010 Bibliography
- 020 Library economy
- 030 General cyclopedias
- 040 General collections
- 050 General periodicals
- 060 General societies. Museums
- 070 Newspapers
- 080 Special libraries. Polygraphy
- 090 Book rarities

100 PHILOSOPHY

- 110 Metaphysics
- 120 Special metaphysical topics
- 130 Mind and body
- 140 Philosophic systems
- 150 Mental faculties. Psychology
- 160 Logic. Dialectics
- 170 Ethics
- 180 Ancient philosophers
- 190 Modern philosophers

200 RELIGION

- 210 Natural theology
- 220 Bible
- 230 Doctrinal. Dogmatics. Theology
- 240 Devotional. Practical.
- 250 Homiletic. Pastoral. Parochial
- 260 Church. Institutions. Work
- 270 Religious history
- 280 Christian churches and sects
- 290 Ethnic. Non-Christian

300 SOCIOLOGY

- 310 Statistics
- 320 Political science
- 330 Political economy
- 340 Law
- 350 Administration
- 360 Associations and institutions
- 370 Education
- 380 Commerce. Communication
- 390 Customs. Costumes. Folklore

400 PHILOLOGY

- 410 Comparative
- 420 English
- 430 German
- 440 French
- 450 Italian
- 460 Spanish
- 470 Latin
- 480 Greek
- 490 Minor languages

500 NATURAL SCIENCE

- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Geology
- 560 Paleontology
- 570 Biology
- 580 Botany
- 590 Zoology

600 USEFUL ARTS

- 610 Medicine
- 620 Engineering
- 630 Agriculture
- 640 Domestic economy
- 650 Communication. Commerce
- 660 Chemical technology
- 670 Manufactures
- 680 Mechanic trades
- 690 Building

700 FINE ARTS

- 710 Landscape gardening
- 720 Architecture
- 730 Sculpture
- 740 Drawing. Decoration. Design
- 750 Painting
- 760 Engraving
- 770 Photography
- 780 Music
- 790 Amusements

800 LITERATURE

- 810 American
- 820 English
- 830 German
- 840 French
- 850 Italian
- 860 Spanish
- 870 Latin
- 880 Greek
- 890 Minor languages

900 HISTORY

- 910 Geography and travels
- 920 Biography
- 930 Ancient history
- 940 Europe
- 950 Asia
- 960 Africa
- 970 North America
- 980 South America
- 990 Oceanica and polar regions

These divisions are again divided into nine sections; as in 940 History of (modern) Europe, and 780 Music.

940	History of Europe	780	Music
941	Scotland Ireland	781	Theory
942	England Wales	782	Dramatic
943	Germany Austria	783	Sacred
944	France	784	Vocal
945	Italy	785	Orchestral
946	Spain Portugal	786	Piano and organ
947	Russia	787	Stringed instruments
948	Norway Sweden Denmark	788	Wind instruments
949	Minor countries	789	Percussion and mechanical

If further division of a subject is desired, a decimal point is used and beyond this the subdivision is carried out as far as desirable. 788, Wind instruments, has the following subdivisions.

- 788 Wind instruments
 - 788.1 Trumpet
 - 788.2 Trombone
 - 788.3 Cornet
 - 788.4 Horns and other brass wind instruments
 - .41 French horn
 - .42 Saxhorn
 - .43 Saxophone
 - etc.*
 - 788.5 Flute Waldflute Piccolo Fife Flageolet
 - 788.6 Clarinet Bass clarinet Bassethorn
 - 788.7 Oboe D'amore Da caccia Cor anglais
 - 788.8 Bassoon Double bassoon Bombardon
 - 788.9 Other reed wind instruments: bagpipe

In the number 788.3, 7 indicates the class Fine arts; 8, the division Music; the second 8, the section Wind instruments; and 3, the subsection Cornet. All the books on the cornet would have this number and all the books bearing this number would stand together. In this way all of the material on the cornet would be found in one spot immediately preceded by material on the trumpet (788.1) and trombone (788.2) and followed by material on horns (788.4).

On the shelf preceding all of these would stand books on wind instruments in general bearing the number 788.

14. **Form divisions.**—The classification is primarily a classification by the subject matter of the book rather than by the form in which it is written, but it has seemed wise to provide in the various divisions of the classification separate numbers for periodicals, dictionaries, etc. which deal with a definite subject; for example, engineering. These “form” divisions as they are called have practically the same meaning in all classes and are as follows:

- | | |
|-----------------------------------|--|
| 1 Philosophies, theories, etc. | 6 Societies, associations, transactions, reports, etc. |
| 2 Compends, outlines | |
| 3 Dictionaries, cyclopedias | 7 Education, study, teaching, etc. |
| 4 Essays, lectures, letters, etc. | 8 Polygraphy, collections, etc. |
| 5 Periodicals, magazines, etc. | 9 History |

Thus, 620.3 is a dictionary of engineering terms; 620.5 is a periodical devoted to engineering; 620.6 is a publication of an engineering society. If the number for a subject does not end in a 0, 0 is added before the form division is given; that is to say, in the case of a dictionary of mining engineering, to 622 (Mining engineering) 0 is added before the form division 3 giving the number 622.03.

15. **Geographic divisions.**—The form divisions by their extensive use and practically uniform designation throughout the classification afford a very convenient key to the meaning of a great many numbers, but perhaps an even more helpful key is the repeated use of certain numbers to indicate certain geographic divisions. These numbers are taken from the 900s History. Thus, in the number 942, 9 indicates History, 4 Europe and 2 England. The history of England is designated by the addition of 42 to the history number 9, and it will be found that wherever subjects are divided geographically (The note in the classification usually reads “divided like 930-999” or “like 940-999”.) the number 42 always indicates England; for example,

942	History of England
914.2	Travel in England
912.42	Map of England
920.042	Biography of Englishmen
554.2	Geology of England
379.42	Public schools in England
581.942	Botany of England
352.042	Local government in England
614.0942	Public health in England

If the 42 with which each of the above numbers ends were changed to 73 the United States would be designated; 43 would indicate Germany; 44 France; 81 Brazil, and so on. A list of the numbers to which these geographical divisions may be added is given in Table I at the back of the Decimal Classification.

16. The Use of B, C, or F instead of a Class Number.—In certain divisions of the classification some libraries substitute capital letters for the class numbers. Thus, in biography a capital B indicates the lives of individuals and these biographies are arranged alphabetically by the surnames of the persons written about. Books having the designation B are shelved as if they had the number 920. C is a letter used for college publications and is a substitute for the number 378. The use of F for Fiction is very common in the libraries of this country but is not used in the University of Illinois Library where the regular class numbers 813, 823, etc., are used.

17. The "Relativ" Index.—A very important feature of the Decimal Classification is the "Relativ" index found immediately following the tables. This index assists both in assigning numbers to books and in finding books to which numbers have already been assigned. Entries are made under all the terms used in the tables and under those of similar or synonymous meaning. If the number for a book on the Stage is desired, by looking for Stage under S in the index, the number 792 is found. The same number would have been found by looking under Theater, Opera,

Dramatic art or amusements, and so on. If it seems desirable to analyze this number, it will be seen by turning to the classification tables that 7 indicates the class Fine Arts, 9 the division Amusements, and 2 the section Theater.

The index is also useful in indicating the numbers for the various viewpoints from which a subject may be treated. For example a book on tobacco, if it deals with the cultivation of tobacco, would be given the number 633.71 under Agriculture; if it deals with the manufacture of tobacco products, it would probably be given the number 679 under Manufactures; if it deals with the physiological or moral effects of tobacco it would have the number 613.84 under Personal hygiene, 615.99 under Materia medica—Poisons, or 178.7 under Ethics-Temperance—Stimulants and narcotics; if it deals with government tax on tobacco, it would probably have the number 336.27 under Taxation. A book on birds has ordinarily the number 598.2. This is a number under the division Zoology and would include books on the different kinds of birds, a description of their eggs, nests, migration habits, and so on. But if the treatment is of birds in their relation to the farm, either as aids or pests, or as domesticated fowls, it would have a number under agriculture, while a book on game birds and the hunting of them would probably be given the number 799 under Amusements—Sports. A book on the diseases of birds would have the number 619.6 under Comparative medicine—Veterinary; one on their protection, 179.3—Societies for the prevention of cruelty to animals. These examples, which could be duplicated many times, suffice to illustrate the use of various numbers to indicate different phases of the same subject and will serve to show the advantage of consulting the index before either assigning a number to a book or going to the shelves (or shelf list) to look for material on a definite subject.

CHAPTER IV

CALL NUMBERS AND THE ARRANGEMENT OF
BOOKS ON THE SHELVES

18. **Author Numbers.**—As we have seen in the preceding chapter, books are arranged on the shelves according to their numbers, with the result that material on the same subject is grouped together. In this way it is possible to locate at a moment's notice books dealing with any particular subject, e.g. the history of the United States. In a large library, however, there may be a great many histories of the United States, and sometimes the request is for a book by some special author, e.g. McLaughlin's *History of the American Nation*. Of course this could be found by looking over all of the books marked 973, but the task in a library where there is a large number of United States histories would be a long one. In order to obviate this, it has seemed practical to arrange alphabetically by their authors' surnames all books bearing the same classification number. In this way, McLaughlin's *History of the American Nation* precedes McMaster's *History of the People of the United States* and follows Channing's *History of the United States*.

It would be possible to shelve the books alphabetically from the author's name as it appears on the binder's title, but this method is slow and inconvenient. It is much easier to find and to replace books if the author's surname appears directly below the classification number. Here again a shorthand method is brought to bear and the author's name instead of being written out in full is expressed by his initial letter (or sometimes letters, in the case of vowels or s) followed by two or three Arabic numerals. These numbers are assigned from the Cutter or Cutter-Sanborn tables which are so "constructed that the names whose initials are followed by some of the *first* letters of the alphabet, have the *first* numbers, and those in which the initials are followed by *later* letters have *later* numbers.

E.g.,	Garden,	167	Gould,	729
	Gerry,	321	Grand,	762
	Gibbon,	352	Grote,	915
	Glover,	518	Guizot,	949

If the books are arranged in the order of these numbers, of course they will be in alphabetic order.³ Thus, for Channing, C362 is used; for McLaughlin, M222; for McMaster, M227. This combination of letters and figures to express an author's name is called the author number.

19. **Work Mark.**—Sometimes an author has written several books on the same subject; e.g. Channing has written one book entitled *A History of the United States* and another entitled *First Lessons in United States History*. In order to distinguish between these and give each a definite location, a letter, called the work mark, is added to the author number. This letter is usually the first letter of the first word not an article in the title; in this case, "h" or "f."

20. **Book Number.**—The work mark, as a rule, follows the author number—for example, C362h—and the two together form the book number.

21. **Call Number.**—The classification number designating the subject with which the book deals and the book number representing the author and title of the book are usually written the one above the other, and together form the call

number; thus, ⁹⁷³
C362h. In cases where there are several copies or various volumes of the same work, distinction between the separate books is made by the addition of the volume or

⁹⁷³
copy number; i.e., C362h No two books in the library
v. 2 cop. 5.

should have the same designation. A call number should refer to one book and one book only.

The uses of the call number are many. By distinguishing a book from every other book in the collection, it affords a

³Cutter, C. A. Explanation of the alphabetic-order marks. (Three-figure tables) 1913. p. 3-4.

convenient device by which the book is called for at the Loan Desk and referred to in all the records of the library. It assigns to the work a definite location on the shelves, grouping it with other material on the same or related subjects; and by the natural sequence of its symbols, it facilitates both the finding and the replacing of books on the shelves.

There are numerous variations and exceptions to the general rule for the forming of call numbers. In most cases these variations can be accounted for by the desire to have certain books stand together on the shelves in the most usable and convenient order. A thorough study of them is not necessary for the person who is simply to use the numbers and not assign them. In the following list of numbers (arranged in the order in which the books would stand on the shelves) there have been included some numbers representing those formed in the usual way and others representing some of the more commonly found exceptions to the general rule with an analysis and explanation of each figure and letter. It will be seen from a study of these numbers that each symbol has a definite reason for being there and this knowledge may tend to emphasize the importance of avoiding mistakes in copying call numbers and may add something of interest to the mere routine of using them.

22. Call number, Author and Title Analysis of Call numbers

- | | | |
|--------|---------------------------|----------------------------|
| 370 | Henderson, Charles Han- | 1. 3 Sociology; 7 Educa- |
| H38w | ford | tion; 0 general treat- |
| | What is it to be educated | ment. H38 Cutter no. |
| | | for Henderson; w first |
| | | letter of first word of |
| | | title beginning with |
| | | What. |
| C | Harvard graduates maga- | 2. C used for publications |
| H26uTm | zine | of colleges as a substi- |
| | | tute for the number 378. |
| | | H26 Cutter no. for Har- |
| | | vard; u University; T |
| | | alumni publication (see |
| | | Decimal classification |
| | | under 378); m maga- |
| | | zine. |

823	Defoe, Daniel	3. 8 Literature; 2 English;
D36r	Robinson Crusoe	3 Fiction; D36 Cutter no. for Defoe; r Robin- son.
823	Dickens, Charles	4. 8 Literature; 2 English;
D55	Complete works. 1912	3 Fiction; D55 Cutter no. for Dickens; Ed. 1912 Complete works edited in 1912. ⁴
Ed 1912		
823	Dickens, Charles	5. 823 and D55 explained
D55b	Barnaby Rudge	in 4; b Barnaby.
823	Dickens, Charles	5,a. 823 and D55 explained
D55bl	Bleak House	in 4; bl Bleak. ⁵
823	Dickens, Charles	6. 823 and D55 explained
D55d	David Copperfield	in 4. d David.
823	Dickens, Charles	7. 823 and D55 explained
D55e	Edwin Drood	in 4. e Edwin.
823	Jackson, Henry	8. 823 and D55 explained
D55eYj	About Edwin Drood	in 4. e Edwin; Y crit- icism; ⁶ j Jackson.
823	Dickens, Charles	9. 823 and D55 explained
D55n	Nicholas Nickleby	in 4. n Nicholas.
823	Chesterton, Gilbert Keith	10. 823 and D55 explained
D55Yc	Charles Dickens, a crit- ical study.	in 4. Y criticism; c Chesterton.
823	Whipple, Edwin Percy	11. 823 and D55Y explained
D55Yw	Charles Dickens, the man and his work.	in 4 and 10; w Whipple

⁴Editions of the *complete* works of an author are grouped according to date of publication and stand on the shelves preceding the individual works.

⁵If there is more than one of an author's works having the same class no. and titles beginning with the same letter, it is necessary to distinguish one from the other by the use of two or more letters in the work mark.

⁶A capital V following the author no. indicates a bibliography; a capital W, a biography; a capital Y, a criticism; and a capital Z, a handbook or dictionary. They are used with a view to bringing all of the material on a subject together on the shelves.

- 845H87 Hugo, Victor Marie, comte. 12. 8 Literature; 4 French;
I 1880 Oeuvres complètes 5 authors from 1789 to
(1880-89) the present day;⁷ H87
Cutter no. for Hugo. I
complete works (From
special scheme of num-
bers); 1880 date of
publication.
- 910.5 National geographic maga- 13. 9 History; 1 Geography
NG zine and travel; 0 general
treatment; .5 period-
ical. NG National geo-
graphic.
- f912 Rand, McNally & Co., pub. 14. f folio size;⁸ 9 History;
914rA The library atlas of the 1 Geography and travel;
world. (1914) 2 Maps, atlases, etc.
914 from 1914 (the date
of publication); rRand;
A atlas.
- 913.38 Seyffert, August Oskar 15. 9 History; 1 Geography
Se91En Dictionary of classical and travel; 3 antiqui-
antiquities ... (Translated ties; 3 Ancient world;
by) Henry Nettleship and 8 Greece; Se9 Cutter no.
J. E. Sandys. for Seyffert; l from first
word of original title
“*Lexikon der klassis-
chen altertumskunde*”;
E English translation;
n Nettleship.
- B Curtis, George Ticknor 16. B biography as a sub-
W378c Life of Daniel Webster stitute for the no. 920;
W378 Cutter-Sanborn
no. for Webster; c
Curtis.
- B McMaster, John Bach 17. B and W378 explained
W378m Daniel Webster in 16; m McMaster.

⁷Special adaptation of Decimal classification used in University of Illinois Library.

⁸“q” or “f,” preceding a call number, indicates that the book is of quarto or folio size. As there are special shelves for these tall books, this indication of size is useful in determining the proper location for a book.

- q920 Great men and famous
G79 women; a series of pen and pencil sketches of the lives of more than 200 of the most prominent persons in history.
- 016.942 Cannon, Henry Lewin
C16r Reading references for English history
- A942 Gross, Charles
G914s Sources and literature of English history from the earliest times to about 1485.
- 942 Green, John Richard
G82s Short history of the English people.
- 942 Green, John Richard
G82s2 Short history of the English people. New ed.
- 942.05 Creighton, Mandell, bp. of
C86a London
The age of Elizabeth
- 942.05 Beesly, Edward Spencer
E14Wb Queen Elizabeth
- 942.1 Wheatley, Henry Benjamin
W56 The story of London.
18. q quarto size; 9 History; 2 Biography; 0 general; G79 Cutter no. for Great.*
19. 0 General works; 1 Bibliography; 6 of special subjects; 9 History; 4 Europe; 2 England; C16 Cutter no. for Cannon; r Reading.
20. A Bibliography (a special adaptation, equivalent to 016); 9 History; 4 Europe; 2 England; G914 Cutter no. for Gross; s Sources.
21. 9 History; 4 Europe; 2 England; G82 Cutter no. for Green; s Short.
22. 942 and G82s explained in 21; 2 "new" (or 2d) edition.
23. 942 explained in 21; 05 Tudor period; C86 Cutter no. for Creighton; a Age.
24. 942.05 explained in 21 and 23; E14 Cutter no. for Elizabeth; W Biography; b Beesly.
25. 942 explained in 21; 1 London; W56 Cutter no. for Wheatley.

*When a work has no definite author, or is published anonymously, the Cutter no. is taken from the first word of the title not an article.

- 943 Henderson, Ernest Flagge 26. 9 History; 4 Europe; 3
H38s A short history of Ger- Germany; H38 Cutter
many. no. for Henderson; s
short.
- 1912 Stowell, Charles Jacob 27. 1912 University of Illi-
St7 Studies in trade union- nois thesis, presented in
ism in the custom tailoring 1912; St7 Cutter no. for
trade. Stowell.

23. **Arrangement of books on the shelves.**—In replacing a book on the shelves or in finding one already on the shelves, the classification number is the first guide. All of the 900s are together; the 930s before the 940s; the 942.03s before the 942.1s. Books having the same classification number are arranged alphabetically by the letters on the second line, and then decimally by the numbers following the letters; thus, B38 follows B216 and precedes B42. Those having the same class number and the same author number are arranged alphabetically according to their work marks. The following numbers illustrate the arrangement of books on the shelves according to their call numbers.

510 H83m	512 B68a	512 W462c	512 W48c	512 W48s	512.814 K63g	512.83 Sce82	520 M86i2
Howe	Bowser	Wells	Wentworth	Wentworth	Kircher	Scott	Moulton
—	—	—	—	—	—	—	—
Mathematics for the Practical Man	Academic Algebra	Complete Course in Algebra	College Algebra	Shorter Course in Algebra	Group Properties	Determinants	Introduction to Astronomy
							—
							New Edition

Books are arranged on the shelves from left to right and from the top shelf to the bottom shelf. Often the lowest shelf is given over to quartos bearing the class number of the books above. Folios are usually shelved—as an economy of space—on special shelves in a separate part of the library.

CHAPTER V

SHELF LIST

24. The **Shelf List**, as its name implies, is a list of the books in the library arranged in the order in which they stand on the shelves. Each work is represented by a separate card, and these cards are filed according to their call numbers.¹⁰ The following information appears on the cards: call number, author's name, title and accession number. (Accession numbers are the numbers assigned to books to indicate the order in which they are added to the library.) Figure 1 illustrates a shelf card for a one volume work of which two copies are in the library, copy one being in the General Library (this may always be inferred if no location is designated) and copy two being in a department library.

370	Henderson, Charles Hungerford.
H38w	What is it to be educated?
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> COP. 2 EDUCATION DEPARTMENT </div> <div style="width: 70%;"> 23990 234147 cop. 2 </div> </div>	

Figure 1. Shelf List card for a one volume work.

Figure 2 and Figure 3 illustrate shelf list cards for works in sets and for periodicals or serial publications.

942	Green, John Richard.
G82	History of the English people.
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> COP. 2 HISTORY DEPARTMENT </div> <div style="width: 70%;"> 27313-16 v.1-4 283479-82 v.1-4 cop. 2 </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> COP. 3 ECONOMICS SEMINAR </div> <div style="width: 70%;"> 312561-63 v.1-3 cop. 3 312589 v.4 cop. 3 </div> </div>	

Figure 2. Shelf List card for a work in several volumes, copies of which are in different departments of the library.

¹⁰The list of call numbers in the preceding chapter is arranged in shelf list order.

634.05 Fruit growers' journal.

F

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
✓ 4	14	24	34	44	54	64	74	84	94
✓ 5	15	25	35	45	55	65	75	85	95
✓ 6	16	26	36	46	56	66	76	86	96
✓ 7	17	27	37	47	57	67	77	87	97
✓ 8	18	28	38	48	58	68	78	88	98
✓ 9	19	29	39	49	59	69	79	89	99
✓ 10	20	30	40	50	60	70	80	90	100

The library has those that are checked

Figure 3. Shelf list card for a periodical.

The Shelf List is of secondary importance to the ordinary user of the library. Its main purpose, so far as he is concerned, is to indicate the number of copies of a book in the library and their location on the Campus; or he may in rare cases use it in making an estimate of material in the library on a certain subject.

CHAPTER VI

CARD CATALOG: GENERAL PRINCIPLES

25. When a student goes to the library for the first time in quest of a certain book, for example, Henderson's *What is it to be educated?* he may wander a few minutes about the reading rooms seeking the book among the many others on the shelves, but soon concluding this is a poor method of procedure he undoubtedly asks assistance from a librarian, who directs him to the card catalog. The catalog has a relation to the library which is analogous to that which an index has to a book. As he uses the index in a book to find reference to the page containing information on some minute topic he will consult the index to the library, that is the card catalog, to find the call number of a certain library book.

26. **The card catalog.**—At one time library catalogs were printed in book form, well known examples of which are the catalogs of the British Museum and the Boston Athenaeum. A catalog made in this way, however, is out of date as soon as published, for entries of new books may not be inserted in their alphabetical places after the printing is finished; but a card catalog, with the entry for each work on a separate card, is the form now in general use, since it may be kept up-to-date by filing in the proper alphabetical positions cards for new works as they are added to the collection.

The card catalog is in cases of small drawers or trays which are numbered consecutively and labeled somewhat like "A-Abel"; "Abem-Acab"; "Acac-Ada", etc. A drawer can be returned to its proper place by noting the tray number that corresponds to the compartment number on a case. In each drawer the cards are arranged alphabetically by the first words on the cards as words are arranged on the pages of a dictionary. This type of catalog is known as a dictionary card catalog.

27. Heavy manila **guide cards**, with letters printed on a projecting portion to indicate what card is filed directly

behind, are inserted at short distances among the other cards. They correspond to the thumb index in a dictionary.

28. **One or more cards for each book.**—Every book, whether it is kept in the General Library or in a department library, has one or more entries in the catalog, for one card may be filed under the name of the author, another under the first word of the title not an article, and a third under the subject. These are called the author card, the title card, and the subject card, on account of their headings. The word, name, or phrase at the top of a card by which is determined its alphabetical position in the catalog is the heading.

29. **Card for author.**—The author card has for a heading the name of the author. This is called the main entry card because it is the first or principal card made for books by authors whose names are known, whether the author is an individual or an organization. Books by authors whose names are undiscovered and periodicals with no definite author have main entry cards under title.

370	Henderson, Charles Hanford.
H38w	What is it to be educated? Boston, 1914. 462p.

30. **Card for title.**—The title card has for a heading the title or name of the book as given by the author. Works with unusual or striking titles, works published anonymously, and periodicals have title cards.

370	What is it to be educated? 1914.
H38w	Henderson, C.H.

31. **Card for subject.**—The subject card has for a heading (generally typed in red¹¹) the word or phrase which in-

¹¹Words which would be in red in the card catalog have the letters in bold faced type in this and the following examples of cards.

icates most specifically what the book is about. This heading is selected by the cataloger. As a rule, all works, with the exception of fiction, plays and poems, have subject cards.

370	Education.
H38w	Henderson, Charles Hanford.
	What is it to be educated? Boston,
	1914.
	462p.

A book about more than one subject has more than one subject card. For example, Lippmann's *Engraving and etching* has a subject card under *Engraving*, and a second one under *Etching*.

32. The call slip.—By consulting author, title, or subject cards, a student can usually decide whether the library contains books by a certain author, a book with a given title, or books on a special subject. When looking for a book by an author with a common surname; e.g. *Principles of Commerce* by Brown, if the forenames are forgotten, it is quicker to look under the subject of the book rather than under the author's name, because there are probably more than a hundred cards with Brown as a heading. To obtain a book from the library, the call number, which is given in the upper left hand corner of the card, the author's name, the title of the book, and the volume number if the work is in several volumes, should be copied on a call slip and presented at the Loan Desk.

33. Library of Congress cards.—Many librarians buy the printed cards of the Library of Congress for use in their catalogs. These give fuller data than the cards typed in the local library, such as the dates of the author's birth and death, the full name of the publisher, the size of the book, its price, and sometimes an outline of its contents. The Library of Congress call number and additional headings are indicated at the bottom of the cards.

Bailey, Liberty Hyde, 1858—

✓ The principles of fruit-growing, with applications to practice, by L. H. Bailey. 20th ed., completely rev. New York, The Macmillan company; London, Macmillan & co., ltd., 1915.

xiv, 432 p. incl. front., illus. 19½^{cm.} (*Half-title: The rural science series*, ed. by L. H. Bailey) \$1.75

First published in 1897.

1. Fruit-culture.

Library of Congress

SB355.B15 1915

15—5322

— — — — — Copy 2.

Copyright A 397007

Explanation of the card.—1858=date of author's birth; 20th ed., completely rev.=20th edition completely revised; New York, The Macmillan company; London, Macmillan & co., ltd., 1915=place of publication, name of publisher, and date of publication; xiv=pages numbered with Roman numerals; 432p.=main paging; incl.front.=including frontispiece; illus.=illustrations; 19½ cm.=size of the book in centimeters; Half-title: The rural science series=name of the series to which the book belongs; ed. by L. H. Bailey=name of the editor of the series; \$1.75=price; Fruit-culture=subject heading used in the Library of Congress; 15-5322=serial number of this catalog card; SB355.B15 1915=Library of Congress call number; — — — — — Copy 2=Library of Congress has a second copy; Copyright A397007=copyright number.

34. Additional information has to be typed on these cards before they are ready to be filed. The subject headings used in the local library are not always the same as those suggested on the Library of Congress cards. The following are examples of Library of Congress cards with the call numbers and subject and title headings of the local library added.

634

B15pr20 **Fruit-culture****Bailey, Liberty Hyde, 1858—**

The principles of fruit-growing, with applications to practice, by L. H. Bailey. 20th ed., completely rev. New York, The Macmillan company; London, Macmillan & co., ltd., 1915.

xiv, 432 p. incl. front., illus. 19½cm. (*Half-title*: The rural science series, ed. by L. H. Bailey) \$1.75

First published in 1897.

1. Fruit-culture.

Library of Congress SB355.B15 1915

15—5322

— — — — — Copy 2.

Copyright A 397007

813 Caleb West, master diver. 1900.
Sm6c

Smith, Francis Hopkinson, 1838—1915.

Caleb West, master diver, by F. Hopkinson Smith; with illustrations by Malcolm Fraser and Arthur I. Keller. Boston and New York, Houghton, Mifflin and company, 1900.

3 p. l., 378 p., 1 l. front., 9 pl. 19½cm.

1. Title.

Library of Congress PZ3.S674C 5

4—15154/2

813

YF

35. **Cross reference cards.**—An author's works are listed under his real name in full, and a cross reference "see" card is made from the pseudonym, or sometimes from the common form of his name.

Twain, Mark, pseud., see Clemens, Samuel Langhorne.
--

Matthews, Brander, see Matthews, James Brander.
--

36. When a subject might be looked for under either of two headings; e.g. *Aviation* or *Aeronautics*; *Gothic architecture* or *Architecture, Gothic*, only one is selected as a heading for the publications pertaining to the subject and a cross reference "see" card is made from the form of heading not chosen to the one that is used, as follows:

Aviation,	see
Aeronautics	

Gothic architecture,	see
Architecture, Gothic	

37. Reference is made from a subject heading in use to related subject headings, also in use, by means of a cross reference "see also" card. If the reader does not find the sort of books he is looking for among the cards under a particular subject; e.g. *Aeronautics*, he may find just what he has in mind by consulting the cards for the related subjects referred to on the following "see also" card.

Aeronautics,	see also
Aeronautics, Military	
Airships	
Balloons	
Kites	

For the filing of the "see also" card see section 72.

CHAPTER VII

CARD CATALOG (Continued): DETAILS

38. **Phrase and compound subject headings.**—If a person examines the catalog carefully he will notice that subject headings are occasionally made up of a phrase or compound heading.

Church and state
Cost of living
Government ownership

39. **Inverted subject headings.**—Sometimes subject phrases are inverted in order to bring the more important word first: e.g., *Insurance, Life*.

40. **Subdivided subject headings.**—Large subjects are usually divided into smaller groups or subheadings.

Music	France
Music—Dictionaries	France—Army
Music—History	France—Description and travel
Music—Periodicals	France—History
Mines and mining	France—History—Early period—987
Mines and mining—Alaska	France—History—Capet and Valois,
Mines and mining—Canada	987-1589

Only literature and language subjects about a country have the adjective form of the country for subject headings.

French language	French poetry
French language—Dictionaries	French poetry—Collections
French language—Grammar	French poetry—History and criticism

41. **Subject cards for biography.**—The name of the person written about is used for the subject heading. Some biography cards are green.

For biography of	
Milton, John,	see
B Garnett, Richard.	
M662g Life of John Milton. London, 1890.	
205p.	

42. A book which is about a few persons has a subject card for each. For example, Glover's *Poets and Puritans* would have nine subject cards; one for each of the writers mentioned in the contents of the following:

For biography of

Milton, John, see

928.2 Glover, Terrot Reaveley.
G51p Poets and Puritans. London, 1915.
 323p.

Contents.—Spenser. Milton. Evelyn. Bunyan. Cowper. Boswell. Crabbe. Wordsworth. Carlyle.

43. **Subject cards for criticism.**—A book criticizing a person or his work as a whole has for a subject heading the name of the person criticised.

For Criticism of

Milton, John, see

821 Thompson, Elbert Nevius Sebring.
M64Yth Essays on Milton. New Haven,
 1914.
 217p.

44. A criticism or review of a specific work has for a subject heading the name of the author and the title of the work criticised. Some criticism cards are yellow. For the filing of criticism cards see sections 68-69.

For Criticism of

Milton, John,
Paradise lost, see

821 Woodhull, Marianna.
M64pYw The epic of Paradise lost; twelve
 essays. New York, 1907.
 375p.

45. **Subject card for bibliography.**—This card may have at the top the phrase *For bibliography of*, or it may include the abbreviation *Bibliog.* as a subdivision of the heading. Some bibliography cards are blue.

Drama—Bibliog.

792 Chambers, Edmund Kerchever.
C35 Mediaeval stage. Oxford, 1903. v.1,
v.1 pref. p.13-42.

46. **Subject card for a periodical.**—A magazine on a definite topic has for a subject heading the name of the subject about which the magazine deals, followed by the word *Periodicals*.

770.5 **Photography—Periodicals**
PH Photo era; the American journal
of photography. 1898-*Feb. 1903*,
July 1903-date. Boston, 1898-*date*.
v.1-10, no. 2, 11-*date*.

“—date” on the above example means that the library has the current or recent numbers. Any gaps in the library file are noted; in this instance, numbers for March through June, 1903, are lacking.

47. **Title card for a periodical.**—A periodical has a card with its name as a heading. Since periodicals have no definite author, this is the main card and in the case of many periodicals the only card.

051 Atlantic monthly, Nov. 1857-*date*. Boston,
A 1857-*date*.
v.1-*date*.

48. **Joint author cards.**—When a book is by more than one author an entry is made under each author's name.

720.9 Kimball, Sidney Fiske and Edgell,
K56h G.H.
History of architecture. New
York, cl918.
621p.

720.9 Edgell, George Harold.
K56h Kimball, Sidney Fiske and Edgell,
G.H.
History of architecture. New
York, cl918.
621p.

49. Editor, translator, compiler, and illustrator cards.—

If the person is sufficiently prominent, or a book might be wanted because of its editorship or illustrations, a card is included with the name of the editor, translator, compiler, or illustrator as heading, followed by the abbreviation *ed.*, *tr.*, *comp.*, or *illus.*

822.33 Hudson, Henry Norman, ed.
S7h Shakspeare, William.
Tragedy of Hamlet; ed. by H.N.
Hudson. Boston, cl879.
253p.

50. Cards for parts of a book.—A book which includes works by different authors may have a so-called author analytical card under the name of each author, with page reference to his work.

808.3 Maupassant, Henri René Albert Guy
C64s de.
The necklace, and The string,
tr. from the French by the editor,
Sherwin Cody. (see Cody, Sherwin,
ed. Selections from the world's
greatest short stories. Chicago,
1902. p.319-42.)

51. A story, play, or poem which is published in a collection may have a title analytical card.

	Middle years.
813	James, Henry.
J23	Novels and tales. New York, 1907.
Ed.1907	v.16, p.75-105.
v.16	

52. If specific parts of a book treat of different subjects a subject analytical card is sometimes made for each subject. See section 42.

53. **Series card.**—The series to which a book belongs is usually noted on the author and subject cards. See sections 33-34. For an important series a card is inserted in the catalog, listing all the books in the series which the library possesses.

	Rural science series; ed. by L. H. Bailey.
634	Bailey, L.H. Principles of
B15pr20	fruit growing. 20th ed. 1915.
635	Jordan, W.H. Feeding of ani-
J767	mals. 7th ed. 1909.

54. **Edition.**—Such phrases as *3d ed.*, *new ed.*, *ed. 2 rev.* and *enl.* after the title of a book refer to the edition. Separate cards are now used for each edition in the library, but formerly the items of a later edition were added to the cards for an earlier edition already in the library, as follows:

342.42	Lowell, Abbott Laurence.
L95g	Government of England. New
	York, 1908.
	2v.
342.42	--- --- New ed. with additional
L95g2	chapter. New York, 1912.
	2v.

55. **Pamphlets.**—Those pamphlets not considered of sufficient value for complete cataloging have a manila card under the author's name, including brief title of the pamphlet and a classification number preceded by "P" (pamphlet).

P385 Dunn, Samuel O.
The present railway situation.

12Mr19 Union league club Gift

CHAPTER VIII

CARD CATALOG (Continued): PUBLICATIONS OF GOVERNMENTS, SOCIETIES, AND INSTITUTIONS

56. The catalog contains author cards not only for persons but also for bodies or organizations which are regarded as the authors of works published in their names or by their authority.

57. **Card for a government as author.**—Works published officially by the officers of a country, state, or city are entered under the name of the country, state, or city, and the name of the office from which the publications issue is generally used as a subheading. If the name of the office commences with such a word as department, bureau, division, board, etc. it is usually inverted or filed as if inverted in order to facilitate finding the card in the catalog.

630	U.S. Agriculture, Department of.
Un3f	Farmers' bulletin. Washington, 1889- <i>date</i> . No.1- <i>date</i> .

58. **Card for an institution as author.**—Publications of colleges and universities which are of sufficient importance to be cataloged, and publications of libraries, museums, and other institutions, as a general rule are entered under the name of the college, university, library, museum, etc. if the name is distinctive.

C	Johns Hopkins university.
J62k	Celebration of the twenty-fifth anniversary of the founding of the university and inauguration of Ira Remsen, LL.D., as president of the university. Baltimore, 1902. 182p.

59. Publications of libraries, municipal universities, chambers of commerce, and other institutions without dis-

tinctive names are usually entered under the name of the place in which the institution is situated.

670 Rochester, N.Y. Chamber of com-
R586r merce.
Rochester, N.Y., the city of
varied industries. Rochester,
1912.
5lp.

60. Exception: Publications of American state universities are entered under the name of the state.

505 Wisconsin university.
WU Bulletin: science series. Madi-
son, 1894-date.
v.1-date.

61. Card for a society as author:—The publications of a society or company are entered under its name.

620.6 American society of mechanical
MEJ engineers.
Journal. Oct. 1906-date. Baltimore,
1906-date.
v.28-date.

q385.4 Illinois central railroad com-
I16 pany.
Annual report for the year end-
ing June 30.

1900	✓1910 v.60	1920	1930	1940	1950
1901	✓1911 v.61	1921	1931	1941	1951
1902	✓1912 v.62	1922	1932	1942	1952
1903	1913	1923	1933	1943	1953
1904	1914	1924	1934	1944	1954
✓1905 v.55	1915	1925	1935	1945	1955
✓1906 v.56	✓1916 v.66	1926	1936	1946	1956
✓1907 v.57	✓1917 v.67	1927	1937	1947	1957
✓1908 v.58	1918	1928	1938	1948	1958
1909	1919	1929	1939	1949	1959

The Library has those that are checked
University of Illinois Library

CHAPTER IX

ARRANGEMENT OF CARDS IN THE CATALOG

62. In the dictionary card catalog all varieties of cards, whether author, subject, title, or cross reference, as a rule are arranged alphabetically by their headings, disregarding the initial articles. The alphabetizing is by words and not by letters.

(a) In the South Seas	not, (b) Inchbald, Mrs. Elizabeth
Inchbald, Mrs. Elizabeth	Indiana
Indian blankets and their makers	Indian blankets and their makers
Indiana	Innes, Arthur Donald
The inn of disenchantment	In the South Seas
Innes, Arthur Donald	The inn of disenchantment
 New, Arthur William	 New, Arthur William
New Castle, Col.	Newberry library, Chicago
New Zealand	New Castle, Col.
Newberry library, Chicago	Newcastle, Me.
Newcastle, Me.	Newspapers
News review	News review
Newspapers	New Zealand

63. An exception to this arrangement is the filing of some prefix names.

Van Buren	La Fargo
Vancouver	Lamartine
Vanderlip	La Motte-Fouquo
Van Dyke	Lancaster

64. **Abbreviations.**—Proper names beginning with *Mc*, *M'*, and *St.* are filed as if spelled *Mac*, *Saint*.

Mc Ateo	St. Louis
Macaulay	Saint Maur
M'Cord	St. Paul
Mc Cormick	

Such abbreviations as *Dr.*, *Mr.*, *Mrs.* are arranged as if spelled in full. The same is true of titles beginning with numerals.

65. Forenames, surnames, titles of books with the same entry word.—When forenames, surnames, and titles of books have the same entry word the arrangement is as follows:—Saints, rulers alphabetically by countries and under countries numerically, princes and nobles, surnames alphabetically by forenames, titles of books alphabetically.

George, Saint
 George 2, King of Great Britain
 George 3, King of Great Britain
 George 1, King of Greece
 George, Prince of Denmark
 George, Edward Augustus
 George, Walter Lionel
 George Dandin (title)

66. Headings with the same surname.—Headings beginning with the same surname are arranged alphabetically by forenames or initials.

George, Edward Augustus
 George, Henry
 George, Hereford Brooke

67. Books by the same author.—An author's publications are filed in the order of complete collections arranged chronologically, selections from the complete collections, single works arranged alphabetically by titles, single works as joint authors.

Van Dyke, Henry. Days off
 Van Dyke, Henry. Fisherman's luck
 Van Dyke, Henry. Little rivers

 Browning, Robert. Works. c1889
 Browning, Robert. Works. c1915
 Browning, Robert. Dramas
 Browning, Robert. Blot in the 'scutcheon
 Browning, Robert. The ring and the book
 Browning, Robert. Sordello
 Browning, Robert and Browning, Mrs. Elizabeth Barrett. Letters

68. Author as subject.—Subject cards about an author, including bibliography, biography, and general criticism, are filed after all the author cards for his works.

Browning, Robert. Sordello
Browning, Robert. Bibliog.
Browning, Robert. Biography
Browning, Robert. Criticism

69. Criticism of a work.—Subject cards about a specific work are filed after the author card for the text of the work.

Browning, Robert. The ring and the book (text of the poem)
Browning, Robert. The ring and the book (criticism)

70. Books by various authors with the same subject heading.—Cards with the same subject heading are filed alphabetically by authors' names. For example, under the subject heading *Birds*, a publication by Beal entitled *Some Common Birds* would file before a book by Hudson entitled *Adventures among Birds*.

71. Person, subject, title, with the same entry word.—When the same entry word is used for persons, subjects, and titles, the arrangement is in the order of person, subject, title.

Law, William (person)
Law (subject)
Law as a means to an end (title)

72. Cross reference "see also" card and subdivisions of a subject.—Under a subject which is subdivided the order of arrangement is single word subject, "see also" card, subdivided subject, inverted subject, phrase subject.

Law (single word subject)
Law, see also
Law—Societies (subdivided subject)
Law, Primitive (inverted subject)
Law libraries (phrase subject)

73. Person, subject, title, place, with the same entry word.—When persons, places, subjects, and titles have the same entry word the arrangement is in the order of person, place, subject, title.

Orange, Beatrice (person)
Orange, France (place)
Orange, N. J. (place)
Orange (subject)
Orange Judd farmer (title)

74. Arrangement under place.—Under a country, state, or city, the cards are in this order: first, works by the country, state, or city as author and works about the country, state, or city, arranged in one alphabet; second, societies, institutions, and titles beginning with the name of the country, state, or city, filed in another alphabet.

Illinois (author)

Illinois (subject)

Illinois—Agriculture (subject)

Illinois—Agriculture, Dept. of (author)

Illinois—Education (subject)

Illinois—Educational commission (author)

Illinois—Zoology (subject)

Illinois association of teachers of English (author)

Illinois central railroad company (author)

Illinois central railroad company (subject)

Illinois magazine (title)

Illinois university—Agricultural experiment station (author)

75. History subdivided by periods.—The history of a number of the largest countries is subdivided by periods, which are arranged chronologically.

France—History

France—History—Bibliog.

France—History—Sources

France—History—Early period—987

France—History—Capet and Valois, 987-1589

CHAPTER X

THE PARTS OF A BOOK

76. If one is to make a careful and intelligent use of the contents of books, it is necessary to have some knowledge of the significance and importance of the various parts which go into the make-up of present day printed books. These parts vary in number and in arrangement, but the order commonly found is as follows: (1) title-page, (2) copyright date, (3) preface, (4) table of contents, (5) list of illustrations, maps, etc., (6) introduction, (7) body of the book, (8) appendix, notes or other supplementary material, and (9) index.

77. **Title-page.**—The title-page usually gives the full title, the name of the author or editor, the edition if other than the first, the place of publication, the name of the publisher, and the date of publication. From the title one can often get some indication of the field covered by the work and sometimes may judge of the class of readers for whom it was intended or the viewpoint of the author.

The author's name, if he is an authority in his field, carries with it some guarantee of the value of the work. Often a note added after his name on the title-page lists the university degrees which he holds, societies of which he is a member, or work he has done which fits him for the special undertaking in hand.

"Revised and Enlarged Edition," "Third Edition," etc. indicate a revision of the original work with additions, corrections or rearrangement of material.¹²

The place of publication often throws light on the nationality of the author and this is important as being a probable indication of the viewpoint from which the book was written. In some cases this influences materially the treatment of a subject.

¹²The term *edition* should not be confused with "impression" which indicates merely a reprinting without alteration from the original type or plates.

The name of a well-known and reliable publisher on the title-page of a book usually, though not always, insures a well printed, well edited, and dependable work. Some publishers specialize in a certain field, for example in engineering, and books in that field published by them may usually be regarded as authoritative.

The date on the title-page shows the year in which that copy of the book was printed.

78. **Copyright date.**—The copyright date¹³—usually to be found on the back of the title-page—indicates in what year the book was first published. This is especially important in subjects such as science where new discoveries are constantly changing old theories and the value of the book depends in great measure on whether or not the results of recent investigations are included. New editions of a work have as a rule a new copyright date.

79. **Preface.**—In the preface the author addresses the reader directly. He often states his purpose in writing the book, the class of readers for whom he intended it, the field he has aimed to cover, and any indebtedness which he may feel to those who have assisted him in the work.

80. **Table of contents.**—The table of contents may include simply the chapter headings given in the order in which they appear in the book with page references to where they will be found, or it may contain in addition to this a rather minute analysis of the sections or parts of the chapters. Often by a perusal of the table of contents it is possible to obtain a very good idea of the scope of a book without reading it through.

81. **List of Illustrations, Maps, etc.**—Illustrations, maps, plates, diagrams, etc. are listed in most books in the order

¹³Copyright is the "exclusive right secured by law to authors and artists to publish and dispose of their several works for a limited time. The copyright law of the United States requires the author or artist, in order to secure copyright for works reproduced in copies for sale, to send to the Copyright Office, Library of Congress, Washington, D. C., almost immediately after publication, two copies of the work, with an application for registration...and a money order for the statutory fee of \$1." The term of copyright is "28 years with the right of renewal for 28 years on application within one year prior to the expiration of the existing term." *New Standard Dictionary*.

in which they appear. This list usually affords the best and quickest means of locating any desired map or illustration as these frequently are not entered in the index.

82. **Introduction.**—The introduction, or introductory chapter forms as a rule an essential part of the book and is usually a general survey of the subject preparing the reader for the treatment to follow. It differs from the preface in that it has as its subject the subject of the book while the preface has as its subject the book itself,—its history, scope and purpose. The former is usually written first, the latter last, although both may be written by someone other than the author.

83. **Body of the Book.**—The body of the book is the text or main part with any illustrations or foot-notes that may accompany it.

84. **Appendix, Notes or other supplementary material.**—Material which is not essential to the completeness of the book and cannot be conveniently included in the text but which gives clearness and authority to the treatment by explanatory, statistical or documentary notes, is often added after the text in the form of an appendix.

85. **Index.**—The index of a book is the alphabetical list of topics, names, etc. occurring in the book with an indication of where each is to be found. It is the key to the book, and affords the quickest means of finding a definite fact or bit of information. It differs from the table of contents; first, in order of arrangement, the one being alphabetical, the other in the order in which the material appears in the work; second, in location in the book, the one being usually last and the other usually first; and third, in the treatment of the subject, the index giving detailed topics, the table of contents general.

In the case of a work in a number of volumes, the index to the set is usually in the last volume. However, there may be either a separate index in each volume, as in Bailey's *Cyclopedia of American Agriculture*, and no general index,

or a general index to the set and also an index for each volume as in the *Cambridge Modern History*. For this reason, it is important to make sure what section of a work the index proposes to cover. Also, it is well to note the limitations, if any, as to the content of the index. There may be one index for authors and one for subjects, or in books of poetry a separate index for authors, titles and first lines of poems. If any difficulty is experienced in understanding an index reference, it is well to turn to the beginning of the index where a note will often be found explaining any special symbols or abbreviations.

In some indexes where there are a number of references under a topic the most important reference is placed first, in other cases it is printed in a different style of type, but if no indication is given, the one covering the largest number of pages is probably the most important.

86. Abbreviations.—In the use of books and library records, abbreviations are frequently encountered and familiarity with their meaning will greatly facilitate the process of finding a reference. The following are some of the abbreviations most often met with:

abr.	abridged, abridgment
ad fin.	<i>ad finem</i> (at the end)
agric.	agriculture
alph.	alphabetical
A.L.A.	American library association
Amer.	America or American
anon.	anonymous
app., apx.	appendix
arch.	architecture
arr.	arranged or arrangement
assn., assoc.	association
bibl., bibliog.	bibliography
biog.	biography
bk.	book
bul.	bulletin
c.	copyright, chapter, <i>circa</i> (about)
can.	canto
cat., catal.	catalog

cf.	<i>confer</i> (compare)
ch., chap.	chapter
chem.	chemistry
cir., cire.	<i>circa</i> (about)
cm.	centimeters
col.	column or colored
comp.	compare, compiled or compiler
Cong.	Congress or Congressional
cont.	contents or continued
cop.	copy or copyright
cyc., cyclo.	cyclopedia
dept.	department
diag., diagr.	diagram
diet.	dictionary
do.	ditto (the same)
doc.	document
econ.	economics
ed.	edition, edited or editor
educ.	education
e.g., ex. gr.	<i>exempli gratia</i> (for example)
ency.	encyclopedia
eng.	engraving, engineering
Eng.	England or English
enl.	enlarged (of an edition)
et seq., et sq.	<i>et sequens</i> (and the following)
etc.	<i>et cetera</i> (and so forth)
faesim.	facsimile
ff.	following
fig.	figure
front.	frontispiece
Ger.	German or Germany
H. of R.	House of Representatives
hist.	history or historical
ib., ibid., ibidem.	in the same place
id., idem.	the same
i.e.	<i>id est</i> (that is)
il., illus., illust.	illustrated, illustration
in loc. cit.	<i>in loco citato</i> (in the place cited)
incl.	including or inclusive
ind.	index
inf.	<i>infra</i> (below)
introd.	introduction
Ital.	Italian or Italy
j., jour.	journal

jt.	joint (of authors, editors, etc.)
l.	leaf, line or <i>liber</i> (book)
lang.	language
l.e., loc. cit.	<i>loco citato</i> (in the place cited)
lib.	library, or <i>liber</i> (book)
lit.	literature
mag.	magazine
mod.	modern
MS. (MSS. plural)	manuscript
mun.	municipal
n.	note
N.B.	<i>nota bene</i> (note well)
n.d.	no date of publication
n.p.	no place of publication
n.s.	new series
nat. hist.	natural history
no.	<i>numero</i> (number)
o.p.	out of print
op., opp.	opposite
p.	page, pages, or part
pam.	pamphlet
par.	paragraph
per.	periodical
phil.	philosophy
phot.	photography
pl.	plate
pol. sci.	political science
por., port.	portrait
pp.	pages
pref.	preface
pro., proc.	proceedings
pseud.	pseudonym
pt.	part
pub.	published or publisher
q.v.	<i>quod vide</i> (which see)
ref.	reference
rep., rept., rpt.	report
rev.	revise, revised, reviser or review
sc.	scene (of a play)
sc., scil.	<i>scilicet</i> (namely)
sec., sect.	section
Sen.	Senate
seq., seqq.	<i>sequens</i> (following)
ser.	series

soc.	sociology or society
Span.	Spanish
sq.	<i>sequens</i> (following)
st.	stanza
subj.	subject
sup.	<i>supra</i> (above)
sup., supp., suppl.	supplement
sq., sqq.	<i>sequens</i> (following)
tab.	table
t.-p.	title-page
tr., trans.	translated, translator, transactions
v.	volume, verse, or <i>vide</i> (see)
viz.	<i>videlicet</i> (to wit, namely, that is to say)
vol.	volume
v.y.	various years
§	section
¶	paragraph
2-5	two to five inclusive

CHAPTER XI

REFERENCE BOOKS

87. **Reference Book Defined.**—"Reference books are the clearing-houses of knowledge. They are libraries in miniature, focusing into a single book information scattered through a thousand volumes. They are short-cuts to learning, pass-keys to the accumulated wisdom of the ages. The ordinary reader knows little of them, and realizes but slightly the great help they would be to him in his daily reading and daily living." Kroeger. *Guide to the study and use of reference books*: W. G. Jordan in *Literary era*, 8:52.

A reference book, in the strict sense of the term, is a book to be consulted for information on a definite point rather than to be read through. Typical works of this kind are encyclopedias, dictionaries, periodical indexes, statistical publications, and the like. There are, however, many other works not intended primarily for reference use such as histories of a country or standard treatises in the various fields of science, industry, or art, which afford the best material on their subject, and which, for answering questions in their field, should not be overlooked.

88. **Reference Collection.**—The term "reference collection" is applied to the books in the library used primarily for reference work. It may be limited to reference books proper or may also include other books that have been found helpful in answering questions. It is usually shelved apart from the rest of the books in the library in an accessible place convenient to readers. The books as a rule cannot be taken from the library as they are wanted immediately when needed, are used often, and require but a short time for consultation.

89. **Points to be Considered in Judging the Value of a Book for Reference Use.**—Books suitable for reference use should have certain special characteristics. Some of the points to be considered are as follows:

a. *Authoritativeness.* Can the statements in the book be depended upon to be accurate? In judging of this the repu-

tation and work of the author may be considered. The publisher should be noted. A greater degree of confidence may be put in a book if the separate articles are signed by the person writing them as responsibility for the accuracy of the statements is thereby definitely fixed. In the case of statistics, it is well to note whether or not they are based on official reports with an exact reference to the source from which they were taken.

b. *Scope.* What is the field which the book aims to cover and does it really cover it? What, if any, are the limitations as to subject, country, or period of time included? These questions may usually be answered by noting the title of the book and by reading the preface, the table of contents, the introductory chapter and occasional sections through the book.

c. *Arrangement.* Material in a book for reference use should be arranged so as to be easily and quickly found. If there is a classified arrangement in the body of the work, there should be a good alphabetical grouping of topics in the index or vice versa. It should also be noticed whether or not the cross-references are adequate.

d. *Character of the articles.* Are the articles long or short, suited to the specialist or the general reader? Are topics of equal importance given equal treatment?

e. *Viewpoint of the author.* Does the nationality of the author, his religious, political or personal convictions affect the contents of the book? If so, the book may still be useful for reference, but its bias should always be borne in mind in any use of the information it gives.

f. *Bibliography.* Bibliographies are usually desirable in a book for reference use as they point the way to a more exhaustive treatment of the subject and indicate a more careful editorship.

g. *Date.* In some fields, the date of a book affects very directly the value of the material it contains. In such cases the date of publication should always be compared with the copyright date and the preface date if there is one. Whether

or not the work is kept up-to-date by supplements may also be noted.

h. *Illustrations.* Are the illustrations adequate? In some subjects such as art, costume, etc., illustrations are an essential feature; in other cases as in statistics or literature, their use is entirely optional.

i. *Comparison with other books.* How does the book compare with other works in the field it covers?

j. *Physical make-up of the book.* Is the book well printed, well bound and of a size convenient to handle?

90. **How to Use a Reference Book.**—If one is not familiar with the arrangement of a reference book, it will be found a great saving of time and energy to devote a few minutes to a study of the book before trying to get any information from it. This may be done by glancing over the title-page, the preface, the table of contents, and any index features which the book may have. The arrangement of the main body of the work, and the appendices or supplements should also be noted.

CHAPTER XII

MAGAZINES AND MAGAZINE INDEXES

91. Magazines are generally published weekly, monthly, or quarterly as numbers or parts of a volume with consecutive paging; e.g. the North American review for July 1919 is number 1 of volume 210. When all the parts of a volume have appeared, usually including a title page and an index, they are bound together, and thus are retained for reference use in a convenient and durable form.

Magazines are the principal source of information on questions of recent interest. For book reviews, biography, travels, popular treatment of art, science, and technology, and for material on all sorts of small topics often unobtainable in books the magazines are of great value. In research work along historical, political, or literary lines they are useful for contemporary views of persons, events, books, etc. Students will find the periodicals especially helpful in the preparation of themes and in debate work.

92. **Standard magazines.**—Following are the titles of a few standard magazines which are of importance for general reading, current history, and book reviews. (M indicates a monthly publication: W a weekly publication).

GENERAL

American

Atlantic monthly, (M).	National geographic magazine, (M).
Century, (M).	Scientific American, (W).
Country life, (M).	Scientific American monthly, (M).
Harper's monthly, (M).	Scribner's magazine, (M).
Living age, (W).	Survey, (W).

English

Contemporary review, (M).
Fortnightly review, (M).
Nineteenth century, (M).

CURRENT EVENTS

American

- | | |
|--------------------------------|-----------------------------|
| Current history magazine, (M). | New republic, (W). |
| Current opinion, (M). | North American review, (M). |
| Independent, (W). | Outlook, (W). |
| Literary digest, (W). | Review, (W). |
| Nation, (W). | Review of reviews, (M). |
| | World's work, (M). |

English

- | | |
|---------------|-----------------------|
| Graphic, (W). | Saturday review, (W). |
| Nation, (W). | Spectator, (W). |

BOOK REVIEWS: LITERARY PERIODICALS

American

- | | |
|---------------|--------------|
| Bookman, (M). | Nation, (W). |
| Dial, (M). | Review, (W). |

English

- | | |
|-----------------------|-----------------|
| Athenaeum, (W). | Spectator, (W). |
| Saturday review, (W). | |

FOREIGN LANGUAGE ILLUSTRATED PERIODICALS

French

- L'illustration, (W).

Italian

- L'illustrazione italiana, (W).

German

- Illustrierte zeitung, (W).

Spanish

- La ilustracion española
-
- y americana, (W).

93. Besides magazines of general interest the University of Illinois Library has many highly specialized or technical ones pertaining to the subjects taught in the various courses. Of the 7100 magazines or periodicals currently received, not including government publications and experiment station bulletins, about 3000 are sent to department libraries, and the remainder are kept in the General Library. The files of many periodicals are complete from their beginnings. For the cataloging of magazines see sections 46-47; for the location and arrangement of magazines in the General Library see section 7.

94. **Magazine indexes.**—On account of the constant stream of periodical articles appearing weekly, monthly, quar-

terly, from year to year, many of them would be inaccessible if there were no general periodical indexes. These are the means of locating magazine articles by author, title, or subject, just as the index to a book is the means of finding certain information in that book.

95. **Poole's index to periodical literature, 1802-1881.** Rev. ed. Boston, Houghton, 1893. 1v. in 2.

—————First-fifth supplements, Jan. 1, 1882-Jan. 1, 1907. Boston, Houghton, c1888-1908.

Contents: v. 1, 1802-1881 (2 parts); 1st supplement, 1882-1886; 2d supplement, 1887-1891; 3d supplement, 1892-1896; 4th supplement, 1897-1901; 5th supplement, 1902-1906.

The account of the origin of this first general periodical index by W. F. Poole, when he was a student at Yale college and librarian of his college society, is related in the preface to the 1882 edition of *Poole's index*, v. 1, and should be of interest to every college student.

Indexes 470 American and English periodicals of the 19th century, chiefly general. Arranged alphabetically by subject or title. Subject entries are often made by inverting the title in order to bring the important word first. Necessary to look under various headings to be sure of finding all the articles on a subject. A story or poem is listed under its title, and the author's name if known is given in parentheses. Thus Thackeray's novel, *The Newcomes*, which was first published in a magazine, is entered under *Newcomes* (W. M. Thackeray). Reviews of books are indexed under the name of the author whose work is criticised, if the book has no definite subject; e.g. poetry or fiction; otherwise under the subject of the book. A review of Thackeray's *The Newcomes* is listed under *Thackeray*, but a review of Macaulay's *History of England* is entered under *England* only, for England is the subject of the work.

Information given in the references: title of the article, author's name within parentheses if known, abbreviated title of the periodical, volume and page. In the front of each

volume is an alphabetical list of abbreviations used for the periodicals indexed, with the titles of the magazines in full and the numbers assigned to them in the Chronological conspectus; a table by which the years of the different volumes can be found.

96. **Poole's index to periodical literature**, [1815-1899.] Abridged ed. Boston, Houghton, 1901.

———First supplement, 1900-1904. Boston, Houghton, 1905.

The abridged edition indexes in two volumes 37 of the most frequently used periodicals.

97. **Readers' guide to periodical literature**, 1900-date. N. Y. Wilson, 1905-date.

V.1, 1900-1904; v.2, 1905-1909; v.3, 1910-1914, v.4, 1915-1918. Continued by monthly numbers cumulating¹⁴ quarterly, annually, and triennially. An index to general magazines, some U. S. government publications, and reports of associations. V.2-3, 1905-1914, also index many books of essays, travel, lectures, etc., published since 1900.

Arranged alphabetically by author and subject, sometimes title. Uniform subject headings and numerous cross-references. Information given in the magazine references: title of the article, author's name if known, abbreviated title of the periodical, volume, inclusive page reference, and exact date. Illustrations and portraits are indicated by *il* and *por*. An alphabetical list of periodicals indexed, with the abbreviations used for them, is in the front of each volume or number; and a list of books indexed, arranged alphabetically by authors' names, is in the front of v.2-3.

98. **Readers' guide to periodical literature: Supplement**, 1907-date. N. Y. Wilson, 1916-date.

Volumes for 1907-1915 and 1916-1919 are supplemented by cumulative numbers. Indexes the less common general periodicals (including some in foreign languages) which are

¹⁴That is, the entries in several numbers are collected together and reissued in one alphabet.

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- Southern Pacific Railroad. (F. Stratton) Cosmopol. 15: 280.
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- Southard, Milton L., with portrait. Nat'l M. (N. Y. '91) 17: 279.
- Southey, Robert. (Geo. Saintsbury) Macmil. 71: 346.
- Same art. Ecl. M. 124: 779. Same art. Liv. Age, 205: 67. — (Mary C. Agnew) Temp. Bar, 107: 114.
- Letter by. National, 19: 704.
- Letters. Sat. R. 79: 486.
- Life and Correspondence. Eng. R. 15: 77.
- Ten Letters to. (S. T. Coleridge) Atlan. 73: 57.
- "Southward Ho!" a story. Temp. Bar, 102: 229.
- Southwark. Walford's Antiq. 1: 132.
- Southwell, Father, the Euphuist. (H. Thurston) Month, 83: 231, 383.
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- Southworth, Mrs. E. D. E. N., with portrait. Bk. News, 9: 66.
- Sovereign, State, Government: a Triad of Political Conceptions. (C. M. Platt) Pol. Sci. Q. 10: 292.
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- Four-fold, Realization of. (T. P. Hall) Science, 19: 272.
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- Homogeneous Division of. Nature, 49: 445, 469.
- Infinity of. Chamb. J. 71: 647.
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- Tactual Estimation of. (G. S. Parrish) Am. J. Psychol. 6: 514.
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- Spanish America, Descriptive Topographical Terms of. (R. T. Hill) Nat. Geog. M. 7: 291.
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- Spanish-American Literature: Antologia de Poetas Hispano-Americanos. (A. R. Marsh) Nation, 60: 16, 33.
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- State Papers relating to, ed. by Laughton. Sat. R. 78: 434. 79: 387.
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A SPECIMEN PAGE FROM THE READERS' GUIDE TO PERIODICAL LITERATURE

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Spanish fiction in the United States. R. Jaen. Nation 106:261 Mr 7 '18

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Spanish in American universities. School and Soc 4:627-8 O 21 '16

Teachers of Spanish needed in New York high schools. Bul Pan Am Union 45:385-9 S '17

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Importance of Spanish to the American citizen. J. D. Fitzgerald. Bul Pan Am Union 47:363-74 S '18

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not indexed in *Readers' guide*. The volume for 1907-1915 also indexes 55 books. Arrangement and information given similar to *Readers' guide*.

99. **Magazine subject-index**, a subject index to seventy-nine American and English periodicals. Boston, Boston book co. 1908, v.1.

Annual magazine-subject index for 1908-date. Boston, Boston book co. 1909-date.

V.1, which was published in 1908 and indexes some periodicals from their first numbers and others only for the year 1907, has for an annual continuation or supplement the *Annual magazine-subject index*. Specializes in history, travel, and fine arts. Indexes the less familiar American and English magazines and publications of societies, most of which are not indexed in the other periodical indexes. Entries are under subject, exclusive of fiction by prominent writers and continued stories, which are entered under the name of the author. Other fiction is not indexed. Information given in the references: title of the article, author's name if known, title of the magazine abbreviated, volume, inclusive page reference, and exact date. Illustrations and portraits are indicated. In the front of each volume is an alphabetical list of periodicals indexed with the abbreviations used for them. Commencing with 1909 the *Dramatic index* is included as part 2 of the *Annual magazine-subject index*. For description of the *Dramatic index* see section 102.

100. **Special indexes**.—There are several indexes devoted to specific subjects which are a valuable aid to the specialist. These are useful to others when the material wanted is not found in the general periodical indexes.

101. **Book review digest**, 1905-date. N. Y. Wilson, 1905-date. For description see section 262.

102. **Dramatic index**, 1909-date. Boston, Boston book co. 1910-date.

Annual volumes. Published as part 2 of the *Annual magazine-subject index* and also issued separately. An index to illustrations and articles about dramas, dramatists, players, and the theater appearing in American and English periodicals, as well as to texts of plays. Arranged alphabetically by subject. Information given in the references: title of the article, author's name if known, title of the magazine abbreviated, volume, inclusive page reference, and exact date. If an article is less than one page in length a fraction is used after the page number to indicate the article's approximate length. Alphabetical list of periodicals indexed and abbreviations used for them is in the front of each volume. A quarterly continuation of the *Dramatic index* is in the *Bulletin of bibliography*.

103. **Industrial arts index**, 1913-date. N. Y. Wilson, 1914-date.

Annual volumes, 1913-1917, two year volume, 1918-1919, supplemented by numbers cumulating quarterly, annually, and biennially. Indexes engineering, business, and trade periodicals, some publications of the federal government, and occasionally pamphlets dealing with industrial topics. Arranged alphabetically by subject. Information given in the periodical references: title of the article, author's name if known, title of the magazine abbreviated, volume, inclusive page reference, and exact date. Illustrations and diagrams are indicated by *il* and *diag* or *diags*. Alphabetical list of publications indexed, with abbreviations used for them, is in the front of each volume or number. Valuable for engineering, electrical appliances, chemistry, business, printing and textiles.

104. **Engineering index annual**, 1906-date. N. Y. Engineering magazine, 1907-18; American society of mechanical engineers, 1919-date.

For description see section 326.

105. **Agricultural index**, 1916-date. N. Y. Wilson, 1919-date.

For description see section 293.

106. Suggestions about the use of magazine indexes.—Inability to find material through the periodical indexes is often due to haphazard methods of working, the omission of volumes which should have been examined, and the failure to follow up cross-references. Consideration of a subject's limitations with respect to period of time, then a systematic order of consulting the indexes, and accurate copying of the needed references when found saves confusion, and gives the reader the feeling that he has exhausted the resources of the magazine indexes.

The use of *Poole's index*, 1802-1900, and *Readers' guide*, 1900-date, will probably be sufficient for ordinary purposes, but as regards topics covered by a special index, turn to that for a more thorough treatment. If the subject to be investigated extends over a long period of years, begin with the most recent number or volume and work back; or else, starting from the earliest date that articles on the subject may have been published, work forward in chronological order. Thus for magazine references on the Origin and influence of the Monroe doctrine, a topic which covers the period from 1823-date, use *Poole's index*, 1802-1900, and *Readers' guide*, 1900-date, working forward or backward in order of time to avoid the possibility of omitting any volumes or numbers of these periodical indexes. In looking for material on a subject which pertains to a brief term of years or a single year, such as the Coal strike of 1919, consult the periodical index which covers that period or year, in this case, *Readers' guide*, 1919.

For each reference copy the name of the magazine, its volume, page, and date if given, also the title of the article, and the author's name if included. The magazines in the University of Illinois Library are listed in the card catalog.

CHAPTER XIII

ENCYCLOPEDIAS, ANNUAL CYCLOPEDIAS, AND ALMANACS

107. Anyone who wishes quick access to condensed, authoritative information on any subject except one of slight importance, recent development, or extreme technicality, will find his wants satisfied by one of the standard general encyclopedias. In the best works, not only are the most important articles written by specialists, but all of the material in the book is carefully edited so as to include only reliable and up-to-date information. Most encyclopedias of the present time have also good illustrations, maps, and bibliographies. They are alphabetically arranged either by words, as in the card catalog (see section 62a) or by letters (see section 62b.) The portion of the alphabet contained in each volume is indicated on the back of the binding.

There are two types of encyclopedias: one of them arranges material under broad topics; e.g. treating merchantmen, torpedo boats, battleships, submarines, all in one article on Ships; while the other devotes a separate article to each smaller topic so that the information is scattered through the encyclopedia under different headings: Merchantmen, Torpedo boats, Battleships, Submarines, etc. The first type requires a minute index which will indicate what article contains the topic wanted; the second needs "see also references" so that all the data on the broader subject may be collected by the reader. The *Encyclopaedia Britannica* is an example of the first type, and the *New international encyclopaedia*, of the second.

108. **Encyclopaedia Britannica.** 11th ed. Cambridge, Eng. University press, 1910-11. 29v.

A comprehensive summary of arts, sciences, literature, and general information, international in scope, though British in point of view. The longer articles aim to present a thorough elucidation of the subjects treated; consequently they

are quite as valuable to the scholar and specialist as to the general reader. They are signed by the initials of their authors, the full names being listed in the front of each volume, and they include well selected bibliographies, sometimes listed at the ends of sections as well as at the ends of the complete articles. Illustrations and maps are closely related to the text and are of excellent quality. Pronunciation is not indicated. Arrangement is alphabetical by letters. The broad scope of the individual articles and the lack of cross-references make it often necessary to use the Index in v.29. This includes cross-references, analyzes the contents of the encyclopedia minutely, and refers definitely by means of numbers and the letters, a, b, c, d, to the volume, page, and part of page on which information is given; e.g. 25-187a means v.25, p. 187, upper half of first column, while 25-187d means the lower half of the second column on the same page.

The first edition was published 1768-71 in Scotland. The ninth edition, published 1875-89, contains monographs which continue to be of considerable value. The tenth edition was only a supplement to the ninth. The eleventh edition contains entirely new material, arranged to fit the requirements of the modern public, with such use of the ninth edition as any treatises on the subjects included would make.

109. **New international encyclopaedia.** 2d ed. N. Y. Dodd, 1914-16. 23v. and an additional v. containing Courses of study and reading.

Most of the articles are shorter and the technical ones are more easily understood by non-specialists than those in the *Encyclopaedia Britannica*. They are, however, written by authorities and are usually followed by very good bibliographies. None of the articles are signed, but in the front of each volume is a list of the most important articles with the names of their authors. Pronunciation of proper names is given. Arrangement alphabetical by letters rather than words. Many excellent illustrations, including maps and reproductions of famous paintings. Supplementary volume is in the nature of a classified index to the encyclopedia, group-

ing the titles of the articles under broad subjects, such as Religion, Industrial chemistry, Games and sports.

110. **Encyclopedia Americana.** N. Y. Encyclopedia Americana corp. 1918- To be in 30v.

A new edition of a work of the same type as the *New international encyclopedia*. Editors lay stress upon the impartiality and up-to-date character of the articles. Important articles are signed in full and some are followed by bibliographies. Arrangement alphabetical by words as in the card catalog. Shows a tendency to group all material on different phases of a country under the name of the country; e.g. under Great Britain are found articles with such varying titles as *Irish history, Parliament, the Church of England, English newspapers*. Cross-references are sometimes misleading. Very good text illustrations and plates. Some physical and economic as well as political maps. Indexes of the counties and incorporated cities, towns, and villages accompany the maps of the states of the United States.

111. The following are the most important of the foreign encyclopedias:

La grande encyclopédie. Paris, Lamirault, 1885-1903. 31v.

Larousse, Pierre Athanase. Grand dictionnaire universel. Paris, Larousse, 1866-90. 17v.

Brockhaus' konversations-lexikon. 14.auf. Leipzig, Brockhaus, 1901-04. 17v.

Meyers grosses konversations-lexikon. 6. neubearb. und verm. auf. Leipzig, Bibliographisches institut, 1902-13. 24v.

Nuova enciclopedia italiana. 6.ed. Torino, Unione tipografico-editrice Torinese, 1875-88. 25v. in 26.

———Supplemento. 1889-99. 5v. in 6.

Diccionario enciclopédico hispano-americano de literatura, ciencias y artes. Barcelona, Montaner, 1887-1910. 28v. in 29.

ANNUAL CYCLOPEDIAS AND ALMANACS

112. Annual cyclopedias and almanacs may be considered supplementary to encyclopedias in that they furnish more

recent material in almost as wide a field. Almanacs, originally planned to provide calendars and other astronomical data, have been in some cases much expanded so that they have become a very useful source of up-to-date information in the way of statistics, important laws, events of the year, lists of government and society officials, etc. They are not, however, usually considered so authoritative as annual cyclopedias, because, since they are published the first of January, their hasty compilation gives occasion for inaccuracies. Annual cyclopedias are carefully edited and issued by reliable publishers in the second quarter of the year.

Only the latest volume of an almanac is needed ordinarily for reference, as much of the material of more than ephemeral usefulness is reprinted from year to year. The annual cyclopedias, on the other hand, constitute a very good summary of current history and also contain articles by specialists, which are of more than transitory interest. Almanacs bear the date of the year in which they are published, while annual cyclopedias generally bear the date of the year preceding their publication date. Hence, for an event or law of 1919 use a 1920 almanac, but a 1919 annual cyclopedia.

113. **American year book**, a record of events and progress, 1910-date. N. Y. Appleton, 1911-date.

An annual review of American events and progress in politics, economics, sociology, science, art, and the humanities, prepared with the cooperation of a supervisory board representing national learned societies. The chapters on foreign affairs, sciences, and humanities cover other countries. Authors' names are given for most of the articles. The earlier volumes contain bibliographies. Recent statistics are included. "Arranged in thirty-one departments, in which are grouped articles on related subjects." *Preface*. Full table of contents and minute index in each volume.

114. **New international year book**, 1907-date. N. Y. Dodd, 1908-date.

Forms an annual supplement to the *New international encyclopaedia*, which it closely resembles. The only general year book in the Reference Room that is illustrated.

115. **Annual register**, a review of public events at home and abroad, 1758-date. London, Longmans, 1764-date.

A summary of history for the year, with a review of literature, science, art, drama, music, finance, and commerce, mostly of England, followed by reprints of a few of the most important British public documents and an obituary of eminent persons deceased in that year. Material is arranged in chapters, since 1863 separating English from foreign and colonial history. Each volume is in two parts, with different pagings. Subject index in the back of each volume, as well as a general index covering 1758 to 1819 in a separate volume.

116. **The new Hazell annual and almanack**, 1917-date. London, Frowde, 1917-date.

Preceded by Hazell's annual, 1886-1916. Tables and lists of many kinds, chiefly applicable to Great Britain, statistics and information about the governments of all countries. Progress in science, art and literature in the preceding year. Table of contents followed by minute index.

117. **Whitaker, Joseph**. Almanack, 1869-date. London, Whitaker, 1869-date.

Similar in scope to Hazell. Table of contents followed by minute index.

118. **World almanac and encyclopedia**, 1868-date. N. Y. Press publishing co. 1868-date.

Current statistics of various kinds, lists, including American colleges and societies with their headquarters and chief officers, recent federal laws, and much miscellaneous information. Index is at the front of each volume.

119. **The Chicago daily news almanac and year-book**, 1885-date. Chicago, Daily news co. 1885-date.

Statistics and lists, including especially information about Illinois; also laws and miscellaneous material. Index in the front of each volume is for that volume. The index ("Table of contents") in the back is of preceding volumes only.

CHAPTER XIV

DICTIONARIES OF THE ENGLISH LANGUAGE

120. Encyclopedias and dictionaries differ from each other in that one is concerned with the thing which the word represents, while the other is concerned with the word itself. In an encyclopedia the article on irrigation would probably treat of the history of irrigation, various methods of irrigation, and certain definite irrigation projects, whereas in a dictionary the information given would include the spelling and derivation of the word, how it should be pronounced or divided into syllables, and the various meanings it may have or have had in the past. That is to say, while the one aims to cover the whole field of human knowledge, the other simply treats of words—their meaning, derivation, spelling, pronunciation, syllabication, grammatical usage, and so on.

The present day unabridged English language dictionaries often contain much material that is encyclopedic in nature. In addition to the ordinary words of the language they include proper names, foreign words and phrases, slang, colloquialisms, obsolete words, abbreviations and arbitrary signs. They also have rather detailed explanations and elaborate illustrations. The appendixes found in such quantities in older dictionaries are almost entirely lacking in the more recently published works, the tendency being to enter the words in their alphabetical place in the body of the work.

Following are listed the more important English language dictionaries:

121. **Webster, Noah.** Webster's new international dictionary of the English language, based on the International dictionary of 1890 and 1900. Springfield, Mass. Merriam, c1913.

Main part consists of the usual dictionary material, including also foreign phrases, abbreviations and noted names of fiction. Pages are divided: upper part containing main words of the language; lower part, in smaller type, contain-

ing uncommon and obsolete words, foreign phrases, abbreviations, Christian names, noted names in literature, and in general those words which would be looked for less frequently. Appendix contains Pronouncing gazetteer, Pronouncing biographical dictionary, Arbitrary signs used in writing and printing, and a Classified selection of pictorial illustrations. In the Addenda (c1918)—just preceding the main vocabulary—are listed new words including recent war terms. For general literary purposes, perhaps the most useful of the dictionaries.

122. Funk and Wagnalls new standard dictionary of the English language. N. Y. Funk, c1913.

All the information, including proper names, is given in one alphabet, with the exception of foreign words and phrases, population statistics, simplified spelling rules, and disputed pronunciation, which are in an appendix. Etymology or derivation is given after the definition. Good for recent scientific and technical words. The only one of the general dictionaries listed which includes antonyms as well as synonyms. A rival to *Webster's new international dictionary* in popularity, but not as conservative and not as good for obsolete words, though perhaps more quickly consulted for present day meanings. Differs from *Webster's* and the *Century* in the arrangement of definitions in that the common meaning of the word is given first and then the literal or original meaning, while in the other two the order is reversed.

123. Century dictionary and cyclopedia. Rev. and enl. ed. N. Y. Century co. c1911. 12v.

V. 1-10, Dictionary; v. 11, Cyclopedia of proper names; v. 12, Atlas. Supplement in the back of each volume giving new words and phrases, new meanings of old words and extensions of old definitions. An asterisk (*) above a word in the main part refers to information in the supplement. V. 11 includes proper names in geography, biography, history, literature, mythology and art with brief characterization. Use-

ful in identifying a person, place or literary work. Contains much encyclopedic material and is the most comprehensive of the American dictionaries.

124. **Murray, Sir James Augustus Henry.** New English dictionary on historical principles. Oxford, Clarendon press, 1888-1916. v.1-10.

Not yet completed. Aims to give a history of every word in the English language for the last 800 years. Scholarly, not for general use. Such common words as "get" and "on" have several pages devoted to them. Consult for the full treatment of derivation, changes in meanings and spellings of words and for obsolete words. Many quotations illustrating meanings of words in different years. No illustrations. No indication as to division of words into syllables. Often referred to as the Oxford dictionary, Murray's dictionary or the N.E.D. (New English Dictionary).

125. Smaller dictionaries for desk use are:

Webster, Noah. Webster's collegiate dictionary. 3d ed. of the Merriam series. Springfield, Mass. Merriam, 1919.

Desk standard dictionary of the English language. New ed. N. Y. Funk, 1919.

Fowler, Henry Watson and Fowler, F. G. Concise Oxford dictionary of current English. Oxford, Clarendon press, 1914.

SYNONYM DICTIONARIES

126. Although synonyms for a word are often given in the language dictionaries, it is sometimes convenient to know where a special treatment of them may be found.

127. **Crabb, George.** English synonymes. Rev. and enl. N. Y. Harper, c1917.

Contains groups of words similar in meaning, followed by a discussion which gives distinctions in meaning. Alphabetical arrangement. Cross references in the body of the work make an index unnecessary. An old work; the first edition published over a hundred years ago.

128. **Fernald, James Champlin.** English synonyms and antonyms. New and enl. ed. N. Y. Funk, 1914.

Similar to Crabb's *English synonymes* but contains antonyms, and more synonyms. Index.

129. **Soule, Richard.** Dictionary of English synonymes. New ed., rev. and enl. by G. H. Howison. Boston, Little, c1891.

A full list of synonyms but no discriminations nor definitions.

130. **March, Francis Andrew and March, F. A. jr.** Thesaurus dictionary of the English language. Philadelphia, Historical publishing co., c1902.

Very long lists of nouns, verbs, adverbs, adjectives and phrases for general ideas. Synonyms and antonyms in parallel columns. No index, but many cross-references. The entry "modern. Not ancient, NOVELTY-ANTIQUITY" means that synonyms for modern will be found under novelty.

131. **Roget, Peter Mark.** Thesaurus of English words and phrases. New ed., rev. by S. R. Roget. N. Y. Longmans, 1916.

Ideas for which synonyms are given arranged by classes, not alphabetically. Very extensive index.

132. **Mawson, Christopher Orlando Sylvester.** Standard thesaurus of English words and phrases. N. Y. The Kelmseott society, c1911.

Based on and arranged similarly to Roget's *Thesaurus*.

RHYMING DICTIONARIES

133. **Lathrop, Lorin Andrews,** ed. The rhymers' lexicon, comp. and ed. by Andrew Loring [pseud.] London, Routledge, [1905].

134. **Walker, John.** Rhyming dictionary of the English language; rev. and enl. by J. Longmuir. London, Routledge, 1904.

CHAPTER XV

BIOGRAPHY

135. The reference books limited to biography are collective biographical dictionaries which contain biographies of many people in one book or set of books. The general encyclopedias are useful for biography, and the cyclopedias or dictionaries pertaining to special subjects; e.g. Grove's *Dictionary of music*, frequently include lives of people prominent in their particular fields. Some collections of biography dealing with specific subjects are kept in the book stacks, but they are listed in the card catalog under the subject; e.g. *Scientists*. Magazines sometimes contain excellent biographical accounts which are written in a more interesting style than the articles in reference books, and are valuable for supplementing them. The most extensive treatment of a very famous person's life, however, is in the individual biographies kept in the book stacks and found through the card catalog. For the sort of subject heading used for individual biography see section 41.

136. **Thomas, Joseph.** Universal pronouncing dictionary of biography and mythology. New 4th ed. thoroughly rev. Philadelphia, Lippincott, 1915.

A general biographical dictionary containing brief articles on eminent persons, also mythological characters. Pronunciation of names is indicated. Arranged alphabetically. Usually referred to as Lippincott's Biographical dictionary.

137. **Dictionary of national biography;** ed. by Leslie Stephen and Sidney Lee. N. Y. Macmillan, 1885-1900. 63v.

———Supplement; ed. by Sidney Lee. N. Y. Macmillan, 1901. 3v.

———Index and epitome; ed. by Sidney Lee. N. Y. Macmillan, 1903.

———Errata. N. Y. Macmillan, 1904.

———Second supplement; ed. by Sir Sidney Lee. N.Y. Macmillan, 1912. 3v.

———Second supplement; index and epitome; ed. by Sir Sidney Lee. N. Y. Macmillan, 1913.

Biographies of famous people of the British Empire who are not living. Long articles signed by initials which are explained in the front of each volume. The bibliographical references at the ends of the articles are an important feature. Alphabetical arrangement. The first supplement contains biographies accidentally omitted from the main part, and biographies of persons who died too late to be included in the main work. The second supplement includes biographies of persons who died between Jan. 22, 1901 and Dec. 31, 1911. One index and epitome to the main part and the first supplement, and another to the second supplement contain concise summaries of the biographies and references to the volumes and pages where the articles in full are given.

138. **Appleton's cyclopaedia of American biography**; ed. by J. G. Wilson and John Fiske. Rev. ed. N. Y. Appleton, 1900. 7v. in 6.

———v.8; ed. by J. E. Homans. N. Y. Press association compilers, 1918.

Biographies of prominent Americans, also foreigners closely connected with American history. Alphabetical arrangement, except when several members of one family are included the arrangement is by priority of birth. A list of the authors of some of the more important articles is in the front of each of the first six volumes. In the back of v.6 is a subject and personal index to v.1-6. Names which are the titles or sub-titles of articles are referred to in this index only when they appear in other articles. V.7, bound with v.6, is a supplement containing biographies of additional persons, a list of pen-names, nicknames, and sobriquets, and an analytical index to v.7. V.8, a supplementary volume including recent names, is not arranged alphabetically but has an index. Many portraits.

139. **National cyclopaedia of American biography**. N. Y. White, 1893-1918. 16v.

National cyclopaedia—*continued*

—————A conspectus of American biography, being an analytical summary of American history and biography, containing also the complete indexes of the National cyclopaedia of American biography (v. 1-13). N. Y. White, 1906.

Biographies of distinguished people of the U. S. The arrangement is not alphabetical. A personal index and a topical index to v.1-13 are in the volume called *A conspectus of American biography*, which also contains lists of government officials, editors of magazines and newspapers, pseudonyms, public statues in the U. S., prominent Americans grouped professionally, etc. The supplements, v.14-16, include additional names and indexes. V.14 is also called supplement v.1. Numerous portraits.

140. **Who's who**; an annual biographical dictionary, 1849-date. London, Black, 1849-date.

Very concise biographical information about prominent living Englishmen and a few well known people of other nations. Post-office address is usually given for each person. Arranged alphabetically.

141. **Who's who in America**, a biographical dictionary of notable living men and women of the United States, 1899/1900-date. Chicago, Marquis, 1899-date.

Published every two years. Very brief biographical facts concerning noteworthy living people of the U. S. Resembles *Who's who* in the kind of information given for each person. Alphabetical arrangement. Beginning with the volume for 1916/1917 the pronunciation of the most difficult surnames is indicated in the front. In a geographical index the names of all persons included in the book are arranged by states and under states by towns.

142. A few of the other books on the "Who's who" principle are as follows:

For localities;

Book of Chicagoans.

Canadian men and women of the time.

BIOGRAPHY

Chi è? (For Italians).

Qui êtes-vous? (For Frenchmen).

Wer ist's? (For Germans).

Who's who in New York.

For special classes of persons or professions;

International who's who in music.

Rus.

Who's who in science (international).

Who's who in the theater.

Woman's who's who of America.

Occasionally a Who's who is included in yearbooks and annuals pertaining to special subjects or countries, such as

Who's who in China, in the *China yearbook*; and Who's who in art, in the *American art annual*.

CHAPTER XVI

GEOGRAPHY

143. Two important reference books in geography are the gazetteer and the atlas. The former is a geographical dictionary containing in alphabetical order descriptions of the countries, places, mountains, rivers, etc. of the world. The atlas is a volume of maps. The general atlas, containing modern political maps showing the present boundaries of countries, is most frequently used for finding the location of places. If the index is very satisfactory it not only gives the number of the map but also the approximate location of the place on that map by means of letters and figures; e.g. 85B2. Capital letters are placed about two inches apart at the top and bottom, and figures at the left and right of each map, or vice versa; thus fixing the location of a certain place within a small square, as follows:

	No. 85			
	A	B	C	
1				1
2		X		2
3				3
	A	B	C	

85=map number B2=location of place in central square.

144. Books of travel and guide books which include descriptions of places, and sometimes maps, are entered in the card catalog under the name of the place; e.g. *Alaska-Description and travel*. A collection of separate maps of countries, states, cities, etc. is in the Map Room. If the Library has a separate map of a place it is entered under subject in the card catalog; e.g. *Chicago-Maps*.

145. **Lippincott's new gazetteer.** A complete pronouncing gazetteer or geographical dictionary of the world ... ed.

by Angelo Heilprin and Louis Heilprin. Philadelphia, Lipincott, c1911. 2v.

First edition was published in 1855. Brief descriptions of countries, cities, towns, rivers, mountains, etc. of the world, and pronunciation of the names. Alphabetical arrangement. Statistics of population for the states, counties, cities, etc. of the U. S. according to the 13th census, 1910, are in the back of v.2.

146. **Mill, Hugh Robert**, ed. International geography. N. Y. Appleton, c1899.

Chapters on general geographic subjects as well as on each continent and country by prominent geographic authorities. Many small maps and diagrams. Minute index.

147. **U. S. Superintendent of documents**. Price lists. Washington, Government printing office.

No. 35, Geography and geology.

ATLASES

GENERAL

148. **Century atlas of the world**. Rev. and enl. ed. N. Y. Century, c1911.

Modern political and a few historical maps. Of a more convenient size to handle than many atlases, but with smaller maps. An index to modern maps in the back, which includes population figures; an index to historical ones near the front. Published as v.12 of the *Century dictionary*.

149. **Rand, McNally & Co.** Library atlas of the world. Chicago, Rand, c1912. 2v.

Contents: v.1, United States; v.2, Foreign countries.

Modern political maps. V. 1 also includes large scale maps of the chief cities of the U. S. No general index to v.1, but a separate index with the maps of each state gives population statistics and other information concerning each place, such as names of railroads referred to by numbers explained on the map itself, electric lines by letters explained at the end

of the index, express companies, etc. by symbols explained at the bottom of each index page. Use the alphabetical table of contents in v.1 to find the page references for maps of states and cities. A general index to v.2.

150. Rand McNally & Co. Commercial atlas of America. Chicago, Rand, 1920.

An annual publication. Large maps of the states, important cities and outlying possessions of the U. S., the Canadian provinces, Newfoundland, Mexico, Central America, Panama, Bermuda, the West Indies, Cuba, and all the continents. Lists of steamship lines and railroads. On the maps of cities transportation lines, public buildings and depots are designated, but in many cases the streets are unnamed. Consult the alphabetical table of contents to find the page references for the maps. Separate indexes with many of the maps give population figures and other data concerning each place, including names of railroads, electric lines, express companies, etc. indicated by numbers, letters or signs explained on the map itself, at the end of the index, or at the bottom of each index page.

151. Stieler, Adolf. Stieler's atlas of modern geography ... Adapted for the use of the English speaking public by B. V. Darbishire. 9th ed. Gotha, Perthes, 1909.

The first edition of this standard German work was published nearly a century ago. Excellent, detailed modern maps. The explanations of signs, abbreviations, etc. are given on the face of each map in the German language, and on the back of each in four languages, English, Spanish, French, and Italian. The spelling of the place names on each large scale map is that of the country; i. e. names in France are in the French form. A very minute index in which the German forms of names are used; e. g. Italy is under Italien.

152. Mawson, Christopher Orlando Sylvester. Double-day, Page & co's geographical manual and new atlas. Garden city, Doubleday, 1917.

Both a geography and an atlas. Contains, besides modern political maps, excellent maps showing vegetation, economic conditions, physical features, climate, population, communications, commercial languages, the war zones; and for the U. S., automobile routes, parcel post zones, standard time. Alphabetical list of maps near the beginning. Index to the war maps, p. 4-5, 8-9; index to the cities and towns of the U. S., with their population statistics, p. 343-80, index to the principal cities and towns (exclusive of the U. S.), p. 381-85; general index to the text, p. 386-92.

153. **Bartholomew, John George.** Advanced atlas of physical and political geography. London, Oxford university press, 1917.

Maps of volcanoes, earthquakes, altitudes, rainfall and winds, temperature, political divisions, vegetation, commerce, industries, geology, races and density of population. In the front is a list of the maps in the order of their appearance in the book, and an alphabetical list of countries with the numbers of the maps on which they are shown. In the back is a general index of places which refers to countries and not to map numbers, necessitating the use of this index in connection with the alphabetical list of countries in the front. The places are located on the maps by degrees of latitude and longitude, given in the general index.

154. ——— Atlas of economic geography. London, Oxford university press, 1914.

Small general and regional maps, including maps of temperature, rainfall, altitude, vegetation, industries, density of population, languages, trade routes, and commercial products. Explanatory text in the front. List of maps, p. lxx-lxvi. No index.

HISTORICAL

155. For descriptions of the following atlases see sections 173-176.

Shepherd, William Robert. Historical atlas. N. Y. Holt, 1911.

Cambridge modern history. v.14, Atlas. Cambridge, Eng. University press, 1912.

Poole, Reginald Lane. Historical atlas of modern Europe. Oxford, Clarendon press, 1902.

Droysen, Gustav. Allgemeiner historischer handatlas. Bielefeld, Velhagen, 1886.

MAPS

156. **U. S. Geological survey.** Topographic sheets. Washington, U. S. Geological survey.

“The Geological survey is making a topographic map of the United States. The sheets of which it is composed are projected without reference to political divisions, and are designated by some prominent town or natural feature found on them . . . A description of the topographic map is printed on the reverse of each sheet. Nearly two-fifths of the area of the country, excluding outlying possessions has been mapped, every state being represented. Massachusetts, Connecticut, Rhode Island, New Jersey, and the District of Columbia are completely mapped.” *Price list 53.*

157. **U. S. Superintendent of documents.** Price lists. Washington, Government printing office.

No. 53, Maps.

CHAPTER XVII

HISTORY

158. A student desiring information on topics in history will find a number of ways of approaching the subject. In the first place, through the card catalog he can ascertain the location of textbooks and treatises shelved in the History Department Library and the stacks of the General Library. See section 75 for the arrangement of history subject headings for particular countries. Books on different phases of great wars are entered under the name of the war, if it involves several nations; e.g. *European war—Economic aspects*, or, if it involves only one or two, under the name of each country as one of the period divisions of its history; e.g. *Great Britain—History—Civil war, 1642-49*.

Biographies of rulers, statesmen, and military leaders are useful sources of information (see sections 41-42). Publications of historical societies are often needed. For an index to them see section 383. For finding their call numbers, see sections 58 and 74.

In the Reference Room, the general encyclopedias, periodical indexes, and biographical dictionaries often supply good material, especially in the way of bibliographies. But in addition to these, the student in search of references for a paper or report in history should consult the special reference books for that subject listed below.

159. **Larned, Josephus Nelson.** History for ready reference from the best historians, biographers and specialists. Springfield, Mass. Nichols, 1895-1910. 7v.

——— Companion volume. Springfield, Nichols, 1913.

A cyclopedia of universal history, composed, not of articles written especially for it, but of selections of material quoted from the works of many good authorities, with exact references to the books from which they were taken, followed by short lists of references to other books. A few historical maps. Arranged alphabetically, with the information given

usually under the name of the place most concerned, but with many cross references from persons, events, etc. Under place the arrangement is chronological. Constitutions of countries and some states are given in English under the word *Constitution*. V. 5 includes a supplement containing translations from German and French works, topics omitted from previous volumes, chronological and genealogical tables. V. 6-7, also supplementary, cover the history of 1894-1900 and 1901-1910 and are comprised of extracts from government documents and records of contemporary writers. The Companion volume contains appendices which include genealogical tables of European rulers and great historical families, and a selected bibliography.

160. **Cambridge modern history.** Cambridge, Eng. University press. 1902-12. 14v.

"The general history of Europe and her colonies since the fifteenth century is...treated in twelve volumes." *Preface*. Contents: v.1, Renaissance; v.2, Reformation; v.3, The wars of religion; v.4, Thirty years war; v.5, Age of Louis XIV; v.6, Eighteenth century; v.7, United States; v.8, French Revolution; v.9, Napoleon; v.10, Restoration; v.11, Growth of nationality; v.12, The latest age.

All chapters contributed by specialists. Valuable bibliographies included at the ends of volumes. Each volume has a table of contents giving authors and outlines of chapters, and a list of the bibliographies; also an index.

V. 13 contains genealogical tables and lists of rulers, presidents, governors, conferences, universities, etc. and a general index to the set.

V. 15 is an historical atlas, with maps "designed to illustrate political divisions...territorial changes, wars by land or sea, the growth of particular States, the course of religious changes, and the history of colonial expansion." *Preface*. An introduction summarizing the changes made in the map of the world through the period covered describes the maps and is followed by an Index of places mentioned in it. Maps

are listed in Table of contents. Index to places on the maps is at the end of the volume.

161. New Schaff-Herzog encyclopaedia of religious knowledge contains many historical articles, with excellent bibliographies. See section 217.

OUTLINES

162. **Ploetz, Karl Julius.** Ploetz' manual of universal history, from the dawn of civilization to the outbreak of the great war of 1914, tr. and enl. by W. H. Tillinghast, with additions covering recent events. Boston, Houghton, c1915.

An outline of history, arranged first by period and then by country. Minute index preceded by a Supplement containing an outline of events of the European War, June 28, 1914-Nov. 11, 1918. Genealogical tables embodied in the text.

163. **Putnam, George Palmer,** comp. Tabular views of universal history; a series of chronological tables, presenting, in parallel columns, a record of the more noteworthy events in the history of the world from the earliest times down to the present day, together with an alphabetical index of subjects...with historical chart, maps, and genealogical tables. N. Y. Putnam, 1916.

HISTORICAL NOTEBOOKS

164. These are useful for short explanations of historical allusions, outlines of the history of cities, dates of famous events and inventions, lists of rulers, battles, etc.

Brewer, Ebenezer Cobham. Historic note-book; with an appendix of battles. Philadelphia, Lippincott, 1896.

Little, Charles Eugene. Cyclopedia of classified dates. N. Y. Funk, 1900.

Harper's book of facts, a classified encyclopaedia of the history of the world...from 4004 B.C. to 1906 A.D. with...references to subjects in...science, literature, art, and government, ed. by Charlton T. Lewis. N. Y. Harper, 1906.

Haydn, Joseph Timothy. Haydn's dictionary of dates and universal information relating to all ages and nations, ed. by Benjamin Vincent. 25th ed. N. Y. Putnam, 1911.

SOURCES

165. There are two kinds of printed material generally recognized in the subject of history: primary and secondary material. The former, sometimes called simply "Sources," consists of documents of governments concerned with the event in question and writings of people who participated in or witnessed it. These are found not only in the numerous "source books" (collections of such material) but also in annual cyclopedias, periodicals, and newspapers, and through government document indexes (see sections 112-119, 95-99, 364-368) and special bibliographies.

Secondary material comprises the publications based upon primary or other secondary sources; i.e. the ordinary textbook, treatise, or encyclopedia article. The following are some of the primary sources, which are found in the Reference Room, together with indexes to others.

166. **Miller, Marion Mills**, ed. Great debates in American history, from the debates in the British Parliament on the colonial stamp act (1764-1765) to the debates in Congress at the close of the Taft administration (1912-1913.) N. Y. Current literature publishing co. c1913. 14v.

Contents: v.1, Colonial rights—The Revolution—The Constitution; v.2-3, Foreign relations; v.4, Slavery, 1790-1857; v.5, State rights, 1798-1861 and Slavery, 1858-1861; v.6, The Civil War; v.7-8, Civil rights; v.9, Departments of government; v.10, Economic and social questions; v.12, Revenue; tariff and taxation; v.13-14, Finance.

The introduction of each volume is by a distinguished statesman or publicist. Extracts from debates and speeches are connected by narrative paragraphs. Illustrated by portraits and reprints of political cartoons. General indexes in

v.14: one of subjects and the other of persons. Table of contents in each volume notes favorable and unfavorable speeches.

167. **Annual register**, 1758-date, described in section 115, is especially useful for sources of American history in colonial and revolutionary periods.

168. **Appleton's annual cyclopaedia**, 1861-1902. N. Y. Appleton, c1863-1903.

A record of events of each year with encyclopedic articles on subjects of interest at the time, including biography. Besides original articles, there are President's messages and proclamations, diplomatic correspondence, orders and reports, and important laws. Useful especially for Civil War and Reconstruction periods. Each volume is arranged alphabetically by large subjects with an index in the back. There is also an index for each of the three series of the set:

Series 1, 15v. 1861-1875; index in separate volume.

" 2, 20v. 1876-1895; index in back of 1895 v.

" 3, 7v. 1896-1902; index in back of 1902 v.

169. **The New York times index**, v. 1-date. N. Y. New York times, 1913-date.

Issued quarterly. Minute subject index to current events as recorded in New York times, giving reference to the Times by date of issue, page, and column. Forms an index to dates which may be used in looking up material in other newspapers also.

170. **U. S. Superintendent of documents**. Price list of government documents. Washington, Government printing office.

No. 50, American history and biography; no. 65, Foreign relations: Diplomacy, international law, Mexico, European War. These lists of documents which the Superintendent of documents has for sale include many references to government sources for United States history.

BIBLIOGRAPHIES

171. Besides the lists of books in the history reference books already described, there are several excellent special bibliographies for history described in the chapter on Bibliography, sections 380-383.

ATLASES

172. A few historical maps are included in some general atlases, in general encyclopedias, and in histories and historical reference books; e.g. *Century atlas*, Charles Downer Hazen, *Modern European History*, and Larned, *History for Ready Reference*. There are, however, several good atlases made especially for use in studying history. In these the maps are generally arranged chronologically according to the period they illustrate and are found through the table of contents. The index of places in an historical atlas is not as a rule of so much importance to the student as the index in an ordinary atlas.

173. **Shepherd, William Robert.** Historical atlas. N. Y. Holt, 1911.

Small maps covering history from 1450 B.C. to the 20th century. Especially good for war campaigns, treaty adjustments, development of commerce, racial and religious distribution of peoples. Contents and index.

174. **Poole, Reginald Lane,** ed. Historical atlas of modern Europe from the decline of the Roman empire; comprising also maps of parts of Asia, Africa, and the New world, connected with European history. Oxford, Clarendon press, 1902.

Larger maps than in most of the historical atlases, with valuable explanatory text by various authorities. More maps of the British Isles than of any other one country.

175. **Cambridge modern history.** v.14, Atlas. See section 160.

176. **Droysen, Gustav.** Allgemeiner historischer hand-atlas. Bielefeld, Velhagen, 1886.

One of the standard historical atlases, but difficult to use without a knowledge of German.

CLASSICAL ANTIQUITIES

177. **Peck, Harry Thurston**, ed. Harper's dictionary of classical literature and antiquities. [Ed. 2.] N. Y. American book co. c1896.

Best popular cyclopedia of Greek and Roman history, geography, antiquities, biography, literature, and mythology. Short articles with selected bibliographies. Alphabetical arrangement usually under Latin title, with cross reference from the English equivalent. Many illustrations and a few maps. Appendix contains a few additional articles and Tables of Greek and Roman weights and measures.

178. **Smith, Sir William.** A dictionary of Greek and Roman antiquities. Ed. by William Smith, William Wayte, G. E. Marindin. 3d ed. rev. and enl. London, Murray, 1890-91. 2v.

First edition, published in 1842, has been thoroughly revised. More than fifty writers who contributed to the work are listed at the beginnings of the volumes. Articles signed by initials. More detailed than Harper, but no articles on persons or places. At the end of v.2 are Tables of measures, weights and money, Greek, Latin and English indexes and an appendix of supplementary material.

179. ——— Dictionary of Greek and Roman biography and mythology. London, Taylor, 1844-49.

Includes biographies of "all persons of any importance which occur in the Greek and Roman writers, from the earliest times down to the extinction of the Western Empire in... 476...and...of the Eastern Empire by the capture of Constantinople by the Turks in...1453." *Preface.* Christian writers as well as classical. Articles signed by initials. Illustrations are reproductions of coins showing the heads of

famous persons. Chronological tables and lists of kings in the back of v.3; also list of genealogical tables with references to the volumes and pages where they may be found.

180. **Whibley, Leonard.** A companion to Greek studies. 3d ed. rev. Cambridge, Eng. University press, 1913.

Sandys, Sir John Edwin. A companion to Latin studies. 2d ed. Cambridge, Eng. University press, 1913.

4. Chapters by different authorities on Greek or Roman geography, history, literature, art, mythology, and public and private life, etc. Bibliographies are for guidance of students. 5. Illustrated. Good to use when information is desired on 6. broad subjects, which the classical *dictionaries* distribute 7. alphabetically under various specific terms. Detailed table of contents and four indexes in each book: 1, Persons, deities and races; 2, Places; 3, Scholars and modern writers; 4, Greek (or Latin) words and phrases.

ENGLAND

181. **Low, Sidney James and Pulling, F. S.** Dictionary of English history. London, Cassell, 1911.

Concise articles on English history and institutions, including biographies of historical personages. Some articles signed by initials and followed by bibliographies. Arranged alphabetically by broad subjects. Minute index. Translation of Magna Carta follows the Prefaces. A few portraits.

182. Annual register should be consulted, especially for source material in the 18th to 20th centuries. (See section 115).

UNITED STATES

183. **Harper's encyclopaedia of United States history** from 458 A.D. to 1912. New ed. rev. and enl. N. Y. Harper, c1912. 10v.

Popular cyclopedia of the subject. A special feature is the source material contained; viz. extracts from journals and reprints of documents, treaties, orations and presidential

messages and proclamations. Includes biographical articles. Authors of some articles mentioned in editor's introduction to the article. Arranged alphabetically. Many illustrations and small maps.

184. **Hodge, Frederick Webb**, ed. Handbook of American Indians north of Mexico. Washington, Government printing office, 1907-10. 2v. (U. S. Bureau of American ethnology. Bulletin 30.)

Treats of history, archaeology, customs, arts, industries, and institutions of Indians north of Mexico, including Eskimo and also allied Mexican Indians. Description of every stock, confederacy, tribe or tribal division, with the origin of every name treated and a list of its synonyms. Brief biographies of noted Indians. Arranged alphabetically. Illustrated.

185. For source material on United States history consult Miller, *Debates*, *Appleton's annual cyclopaedia* and *Annual register*. (See sections 166, 168 and 115).

CHAPTER XVIII

SOCIOLOGY

186. The books listed in this chapter under the heading of "sociology" are taken from the fields of political science, law, economics, statistics and customs. Referring back to sections 112-119, it will be seen that annual cyclopedias and almanacs also include lists of government officials, digests of state and federal laws on certain subjects, such as child labor, and texts of important laws.

187. **Statesman's year-book**, 1864-date. London, Macmillan, 1864-date.

"A concise and reliable manual of descriptive and statistical information about the governments of the world." *Kroeger*. British empire is given first, followed by the United States and then by the other countries in alphabetical order. After the description and statistics of each country is a list of official publications and of books about the country. Full index. A few maps.

188. **Cyclopedia of American government**, ed. by A. C. McLaughlin and A. B. Hart. N. Y. Appleton, 1914. 3v.

Articles on the theory and principles of government and constitutional law as well as actual forms of American government and politics, national, state, and local. Treats some aspects of foreign states which are especially interesting to American readers. Many small topics, explanations of such allusions as "Kitchen Cabinet." Longer articles are usually signed, sometimes only by initials explained in the front of v.1. Selected bibliographies. Arranged alphabetically, with many cross references. Analytical index in v.3, which is useful in finding everything in the cyclopedia on a subject.

189. **Lalor, John Joseph**, ed. *Cyclopaedia of political science, political economy and of the political history of the United States*. Chicago, Rand, 1882-84. 3v.

Not recent, but useful for political history. Articles are usually long, written by specialists, and frequently have bibliographies. Alphabetical arrangement by broad subjects.

190. **Palgrave, Sir Robert Harry Inglis**, ed. Dictionary of political economy. London, Macmillan, 1894-1910. 3v.

Historical and theoretical articles on economic subjects, including foreign as well as British phases. Signed by initials of contributors, whose names are given at the end of each volume. Arranged alphabetically. Appendix in v.3 contains developments in economics since first publication of the work. Index to Appendix follows Index to main part.

191. **Bliss, William Dwight Porter and Binder, R. N.** ed. New encyclopedia of social reform. New ed. N. Y. Funk, 1908.

For the general reader and student. Includes historical, biographical and statistical material as well as argumentative articles both favoring and opposing reforms in political, economic and social conditions. Most of the longer articles are signed. Selected bibliographies. Alphabetical arrangement. Cross-references to other articles in the book are generally put at the first of the article. Index includes both authors and subjects of the articles.

192. **Public affairs information service.** Bulletin, v.1-date. N. Y. Wilson, 1915-date.

Published weekly, with bi-monthly and annual cumulations. Indexes books, society publications, government documents, and periodicals for subjects in political and economic science.

193. **Wilson, H. W. firm, publishers.** Debaters' handbook series; Abridged debaters' handbook series; Handbook series.

About fifty small volumes on different subjects of current interest in economics, sociology or political science, containing extracts from books, magazines, and pamphlets, with

good bibliographies of the subjects. The first two series contain also briefs.

194. **U. S. Bureau of labor statistics.** Bulletin, 1912-date. Washington, Government printing office, 1912-date.

Results of investigations in different industries and different localities. Published in series: Wages and hours of labor, Workmen's insurance and compensation, Industrial accidents and hygiene, Labor laws of the United States, Foreign labor laws, Retail prices and cost of living, Wholesale prices, Women in industry, Miscellaneous.

195. Much descriptive and statistical material is given in the following year books, of which the British are official publications of the governments of the respective colonies.

Australia official year book	Argentine year book
Canada year book	China year book
Indian year book	Japan year book
New South Wales official year book	Mexican year book
New Zealand official year book	Russian year book
South African year book	South American year book
Victorian year book	book

196. **U. S. Superintendent of documents.** Price lists of government documents. Washington, Government printing office.

The following lists include titles of government documents, which may be procured for comparatively low prices, on many subjects of political science, economics and sociology:

No. 10, Laws: Federal, state, and international.

No. 20, Public domain, public lands, conservation, home-steading, etc.

No. 28, Finance: Revenue, taxation, banking, appropriations, agricultural credit, coinage, panics.

No. 32, Insular possessions and Cuba.

No. 33, Labor: Arbitration, cost of living, employers' liability, old-age and civil service pensions, eight-hour law, insurance, strikes.

No. 37, Tariff.

No. 54, Political science: Initiative, referendum, recall, elections, prohibition, woman suffrage, and District of Columbia.

No. 60, Alaska.

No. 61, Panama Canal.

No. 67, Immigration: Naturalization, citizenship, Europeans, Chinese, Japanese, Negroes.

OFFICIAL DIRECTORIES

197. **U. S. Congress.** Official Congressional directory. Washington, Government printing office.

Two or three editions for each session of Congress. Biographical sketches of members of Congress, the President and his Cabinet, and the Supreme Court. Lists of members of Congressional committees and commissions, the judiciary, and the diplomatic and consular service between the United States and foreign countries, and press representatives in Congress. Official duties and personnel of the executive departments and their bureaus and of miscellaneous federal commissions and boards. Description, plan, and directory of the Capitol building. Alphabetical "Contents" in front of volume. Alphabetical list of members of Congress, with their addresses, near the back, followed by maps of Congressional districts. "Individual Index" at the end is an alphabetical list of names and addresses of all other persons mentioned in the book.

198. **Illinois Secretary of state.** Blue book of the state of Illinois. Springfield, Ill. State of Illinois.

Published after each General Assembly; i.e. biennially, in the odd years.¹⁵

Biographies and portraits of present state officers, members of the General Assembly and Illinois senators and representatives in U. S. Congress. List of county officers. Appropriations and bills passed by General Assembly. Consti-

¹⁵Similar books are published for other states.

tutions of Illinois. Lists of previous Illinois state officers, Congressmen, Assemblies, etc. Chronology of state history. Information about state schools and institutions. Signed articles on subjects of state interest varying with the different editions. General index.

CONSTITUTIONS AND LAWS

199. **U. S. Laws, statutes, etc.** U. S. compiled statutes, 1918. St. Paul, West publishing co. 1918.

Often referred to as Mallory's Statutes. A compact edition of U. S. statutes of a general and permanent nature in force July 16, 1918. Includes Declaration of Independence, Articles of Confederation, Northwest Territorial Government Act, and the Constitution, a chronological table of laws, and an alphabetical list of the popular names of acts. Acts of Congress June 14, 1918 to July 16, 1918 are in an Appendix. General index.

200. **Lapp, John Augustus**, comp. Important federal laws. Indianapolis, Bowen, 1917.

A compilation of federal laws affecting many classes of citizens. Arranged in groups according to special interest involved; e.g. agriculture, banking, business, labor, moral reform, etc. Includes a Supplement "embracing the important acts of the Special Session of Congress" April 2-Oct. 6, 1917; i.e. the war legislations. Separate indexes for main part of volume and for Supplement.

201. **U. S. Congress.** Congressional record. Washington, Government printing office.

Daily record of the debates and proceedings of Congress. Index issued every two weeks. Bound volumes issued at end of session, with index covering whole session. Numerical list of bills at the end of each index gives page references in the Record, by which the passage of the bills through Congress may be traced.

202. **Illinois. Laws, statutes, etc.** Revised statutes of the state of Illinois, 1917...comp. and ed. by H. B. Hurd. Chicago, Chicago legal news co. 1918.

A compilation of laws in force in Illinois, Jan. 1, 1918. A new edition is usually published after every General Assembly. Arranged alphabetically in the form of chapters on large subjects. Index in the back refers to chapter and section.

203. **Legislative voters' league of the state of Illinois.** Assembly bulletin, 1913-date. Mount Morris, Ill. Legislative voters' league, 1913-date.

Published weekly. Aims to furnish "exact information concerning the scope and purpose of legislation" in the state legislature. Record also of the progress of the state constitutional convention.

204. **Kettleborough, Charles, ed.** The state constitutions and the federal constitution and organic laws of the territories and other colonial dependencies of the United States of America. Indianapolis, Bowen, 1918.

Arrangement: United States, followed first by the states and second by the dependencies, alphabetically. Index is really a table of contents of the constitutions.

205. **Columbia university. Legislative drafting research fund.** Index digest of state constitutions. Albany (?) N. Y. state constitutional convention commission, 1915.

A subject index giving briefly the provisions of and exact references to the articles and sections of the various state constitutions on specific subjects.

STATISTICS

206. Great care must be taken in trying to prove any point by statistics, first, that they are accurate, and second, that in comparing statistics they shall be based on like conditions. It is often difficult, if not impossible, to find in print as recent statistics as are desired. Almanacs usually give the

most recent statistics, but they are not always reliable. Government bureaus may be expected to publish the most accurate statistics, but their figures are very frequently a year or more old before they are published. Certain statistical reference books are based on official returns and they are listed below with some of the government statistical reports of a general nature. The Statesman's year-book, described in section 187 is also very often referred to for statistics connected with particular countries.

207. **Mulhall, Michael George.** Dictionary of statistics. 4th ed. rev. to November 1898. London, Routledge, 1903.

Comparative tables of statistics of all countries, in two parts: "the first comprising all known statistical data from the time of the Emperor Diocletian down to the year 1890, the second embracing so far the final decade of the century." *Preface, Feb. 2, 1899.* Each part is arranged alphabetically by subjects. Minute index.

208. **Webb, Augustus Duncan.** The new dictionary of statistics. London, Routledge, 1911.

Supplementary to Mulhall, which it resembles in arrangement. Preface is well worth reading before attempting to use any statistics.

UNITED STATES

209. **U. S. Bureau of foreign and domestic commerce.** Statistical abstract of the United States, 1878-date. Washington, Government printing office, 1879-date.

Comparative statistical tables for varying numbers of years of the population, resources, commerce, social and economic conditions of the United States. A few statistics for foreign countries. Source of each table usually given. Detailed table of contents and minute index.

210. **U. S. Bureau of the census.** Census of the United States. Washington, Government printing office.

Compiled and published every ten years since 1790. Statistics and monographs on population, industries, and resources of the United States.

The last Census was the Thirteenth, taken in 1910 and published in 1913 in 11v. Contents: v. 1-3, Population; v.4, Occupation; v.5-7, Agriculture; v.8-10, Manufactures; v.11, Mines and quarries. Includes many charts, diagrams, maps, etc. Complete Tables of contents in each volume, but no index.

The **Abstract of the Thirteenth Census** "presents condensed statistics for the United States as a whole...It is issued in 53 editions—one without supplement, and each of the others including a supplement for some one state," (or dependency) which "contains full and detailed statistics for the state and its counties". *U. S. Census bureau. Circular of information. 1917, p. 106.*

The **Statistical atlas of the United States, 1914**, illustrates by means of charts, maps, and diagrams the statistics of population, agriculture, manufactures, etc. which are given in the Thirteenth census reports. Index to illustrations as well as Table of contents.

CUSTOMS

211. In addition to the special books noted below, handbooks of general information (see sections 239-243) may be consulted for the customs of certain holidays and seasons and the legends connected with famous people. Books of travel furnish material on national customs and may be found through the card catalog by looking under the name of the country with subheadings *Description and travel* and *Manners and customs*. Dictionaries of classical antiquities should be consulted for the ancient Greeks and Romans (see sections 177-180).

212. **Walsh, William Shepard.** *Curiosities of popular customs and of rites, ceremonies, observancies, and miscellaneous antiquities.* Philadelphia, Lippincott, c1897.

Compiled largely from older books, but containing also American and Oriental customs not usually found in the English books of this nature. Lives and legends of saints included. Arranged alphabetically. A few illustrations.

213. **Chambers, Robert**, ed. The book of days, a miscellany of popular antiquities in connection with the calendar. London, Chambers, 1869. 2v.

A great variety of information, including biographical and historical anecdotes, arranged in the order of the days of the year. Events and traditions connected with special days may be found under the day. For other information it is necessary to use the index in v.2.

214. **Brand, John**. Observations on the popular antiquities of Great Britain; rev. and enl. by Sir Henry Ellis. London, Bell, 1888-95. 3v.

First prepared in 1795. First volume contains customs and ceremonies connected with special days; the second, those connected with special occasions; and the third, omens and superstitions. General index to specific subjects in v.3.

215. **Hazlitt, William Carew**. Faiths and folklore; a dictionary of national beliefs, superstitions and popular customs...forming a new ed. of the Popular antiquities of Great Britain by Brand and Ellis. London, Reeves, 1905. 2v.

A later edition of Brand and similar to it in scope, but arranged alphabetically.

CHAPTER XIX

RELIGION

216. **Encyclopaedia of religion and ethics**, ed. by James Hastings, with the assistance of J. A. Selbie, and other scholars. N. Y. Scribner, 1908-19. v.1-10.

Not yet completed. "The Encyclopaedia will contain articles on all religions of the world and on all the great systems of ethics. It will aim, further, at containing articles on every religious belief or custom, and on every ethical movement, every philosophical idea, every moral practice. Such persons and places as are famous in the history of religion and morals will be included." *Preface, v.1*. "Much attention is given to social topics which have an ethical or religious aspect." *Preface, v.2*. Signed articles with bibliographies. Arranged alphabetically.

217. **Schaff, Philip**. The new Schaff-Herzog encyclopedia of religious knowledge. S. M. Jackson, editor-in-chief. N. Y. Funk, c.1908-14. 13v.

Includes religious biographies and articles on religions, sects, theology, church history, etc. Most of the articles are signed and have bibliographies. Alphabetical arrangement. V.13 contains a general index to the set which is useful for finding all the important references on a subject.

218. **Bible**. Riverside parallel Bible...being the version set forth A.D. 1611, commonly called King James's version; arranged in parallel columns with the revised versions of 1881 and 1885. Boston, Houghton, n.d.

219. **Hastings, James**, ed. Dictionary of the Bible. N. Y. Scribner, c.1898-1904. 5v.

Signed articles on persons, places, antiquities, archaeology, theology, contents, and literature of the Bible; brief bibliographies. The arrangement in v.1-4 is alphabetical. V.5 is an "extra" volume, containing articles not alphabetically arranged and indexes to the entire set. An alphabetical list of articles included in the "extra" volume is in the front.

220. **Young, Robert**. Analytical concordance to the Bible. 22d American ed. rev. throughout by W. B. Stevenson. N. Y. Funk, 1919.

An alphabetical index of the principal words used in the Bible, with exact references to the passages in which each word is found.

221. **Julian, John**, ed. Dictionary of hymnology. Rev. ed. with new supplement. London, Murray, 1907.

Articles on hymn writers, the origin and history of Christian hymns, and various phases of hymnology signed by initials and arranged alphabetically. In the back are indexes to the main part, to the appendices, and to the supplement by first lines of hymns in English and other languages, and by names of authors, translators, etc.

222. **Catholic encyclopedia**; an international work of reference on the constitution, doctrine, discipline and history of the Catholic church. N. Y. R. Appleton, c1907-14. 16v. V.16 published by the Encyclopedia press.

"It differs from the general encyclopedia in omitting facts and information which have no relation to the Church. On the other hand, it is not exclusively a church encyclopedia, nor is it limited to the ecclesiastical sciences and the doings of the churchmen. It records all that Catholics have done, not only in behalf of charity and morals, but also for the intellectual and artistic development of mankind." *Preface*. Signed articles arranged alphabetically; bibliographies. V.16 contains additional articles and an analytical index to the complete work. Illustrated.

223. **Jewish encyclopedia**...prepared under the direction of Cyrus Adler...[and others]. Isidore Singer, managing editor. N. Y. Funk, 1901-1906. 12v.

"It endeavors to give...a full and accurate account of the history and literature, the social and intellectual life, of the Jewish people—of their ethical and religious views, their customs, rites, and traditions in all ages and in all lands. It also offers detailed biographical information concerning representatives of the Jewish race who have achieved distinction in any of the walks of life." *Preface*. The articles are signed by initials and arranged in alphabetical order. Bibliographies and illustrations.

CHAPTER XX

LITERATURE

224. In the field of literature there are many excellent works of reference, the most generally used of which are listed below. Often, however, information can be more quickly or satisfactorily secured from other books in the Reference collection, such as general encyclopedias, biographical dictionaries, and periodical indexes, or from books in the stacks, such as general histories of literature, books on the various forms of literature, biographical and critical material about an author, and the texts of his works. (See sections 40-44 for headings used in the catalog for such material.)

COLLECTIONS AND DICTIONARIES

- GENERAL

225. **Warner, Charles Dudley**, ed. Library of the world's best literature, ancient and modern. N. Y. Hill, c1902. 46 v.

Consists mainly of selections from the writings of the more important authors of all countries and all times. Good biographical and critical discussions precede the selections from each author. Arrangement is alphabetical by author discussed. In some cases, when the name of the author is unknown or would have no special significance, the material is grouped under nationality, period, or special topic; for example, Egyptian literature, Anglo-Saxon literature, folk-song, Arabian nights, etc. Contents of v. 40-41, Songs, hymns, and lyrics; v.42-43, Dictionary of authors; v.44-45, Synopses of noted books; v.46, Guide to systematic reading. Illustrated by portraits of authors.

226. **Stedman, Edmund Clarence and Hutchinson, E. M.**, ed. Library of American literature. N. Y. Webster, c1887-90. 11v.

Extracts from the writings of Americans from the beginning of the colonial period to 1888. Broad in scope, including much material which illustrates the political or social life

of the nation, but which is not literature in the usual sense. No criticism. Arrangement is chronological. Brief biographies of all authors represented in the work are given in v.11. General index in v.11 is by author, subject, or form of literature, sermons being indexed under Theology, letters under Correspondence, poems under Poetry, stories under Fiction, etc. Illustrated with portraits.

227. **Chambers, Robert.** *Cyclopaedia of English literature.* New ed. by David Patrick. Philadelphia, Lippincott, 1902-04. 3v.

Gives biographies and selections from typical writings of the most important English authors. Also, two sections entitled "English literature in the British dominions beyond the seas" and "American literature." Arranged chronologically. A general index in v.3.

ANTHOLOGIES

228. **Carman, Bliss,** ed. *World's best poetry.* Philadelphia. Morris, c1904. 10v.

An anthology arranged by broad subjects, as Home, Friendship, Love, Sorrow and consolation, National spirit, Tragedy, Humor, Nature, etc. Essays at the front of each volume on subjects relating to poetry. Portraits and other illustrations. V.10 is a dictionary of quotations but also contains general indexes to the whole work under authors, titles and first lines.

229. **Ward, Thomas Humphry,** ed. *English poets.* N. Y. Macmillan, 1908-18. 5v.

A chronological arrangement. Brief biographical sketches and good critical essays by authorities precede the selections from each author. No American poets are included. Index of poets and of critics in v.5.

230. **Bryant, William Cullen,** ed. *New library of poetry and song.* Rev. and enl. N. Y. Ford, c1900.

A collection of poems written in English arranged by large subjects. Index of authors in the front of the book, and an index of titles, of first lines, and of poetical quotations in the back of the book.

231. **Stevenson, Burton Egbert**, ed. Home book of verse, American and English, 1580-1918, with an appendix containing a few well known poems in other languages. 3d ed. rev. and enl. N. Y. Holt, 1918.

Especially valuable in including work of modern poets. Arranged by broad subjects with an index under authors, first lines and titles.

232. **Stedman, Edmund Clarence**, ed. American anthology, 1787-1900. Boston, Houghton, 1901.

A collection of poems arranged by period. Short biographies of the poets represented, including the titles of their leading works, are given at the back of the book. Index of first lines, titles and poets.

233. ————Victorian anthology, 1837-1895. Boston, Houghton, c1895.

A selection from British poetry written during the reign of Queen Victoria. Arranged in broad chronological divisions with the work of colonial poets in a separate division. Under each period poems are arranged according to their type. Brief biographical notes of poets represented are included in the back of the book. Index of first lines, titles and poets.

ORATIONS.

234. **Reed, Thomas Brackett**, ed. Modern eloquence. Philadelphia, Morris, 1901-03. 15v.

V.1-10 are limited to speeches delivered during the last century. V.1-3, After-dinner speeches; v.4-6, Lectures; v.7-9, Occasional addresses; v.10, Anecdotes, arranged by classes. V.11-15, Political oratory, from all periods. Brief introduc-

tions before each speech give the circumstances which occasioned it. General index to v.1-10 in v.10; to v.11-15 in v.15.

235. **Brewer, David Josiah**, ed. *World's best orations*. St. Louis, Kaiser, 1900. 10v.

Includes in full selected speeches of the world's greatest orators from the earliest period to modern times and extracts from speeches of others of less importance. Alphabetically arranged by names of orators. A general index in v.10 for authors, subjects and titles; also a number of special indexes.

ESSAYS

236. **Brewer, David Josiah**, ed. *World's best essays*. St. Louis, Kaiser, 1900. 10v.

General plan corresponds to that used in his *World's best orations*. Indexes are in v.10.

COLLECTIONS OF LITERARY CRITICISM.

237. **Allibone, Samuel Austin**. *Critical dictionary of English literature and British and American authors*. Philadelphia, Childs and [Lippincott], 1858-71. 3v.

— — — Supplement. by J. F. Kirk. Philadelphia, Lippincott, 1892. 2v.

Includes a great many names, and gives under each a short biographical sketch, full list of works, and references—with extracts in some cases—to criticisms published in books and periodicals. "The supplement brings the work down to 1888." Some of the later authors are included both in the main work and in the supplement. Arrangement is alphabetical by author.

238. **Moulton, Charles Wells**, ed. *Library of literary criticism of English and American authors*. Buffalo, Moulton pub. co., 1901-05. 8v.

Similar to Allibone in scope and purpose. Fewer authors are included, but more criticisms are given under each. Arrangement is chronological. For each author, there is given

brief biographical information, comment on the personality of the author, criticisms of the separate works in the order of their publication, followed by criticisms of his work in general. The first of the two indexes in v. 8 is of the authors criticized; the second, of the authors of the criticisms.

HANDBOOKS

239. Handbooks of general information are useful in identifying literary, biographical or mythological allusions, and in finding a brief statement of plots or legends. There are a great number of these books, many of them covering much the same field, but no two duplicating each other. The arrangement is usually alphabetical and the title often shows the scope of the particular work.

240. **Brewer, Ebenezer Cobham.** Reader's handbook of famous names in fiction, allusions, references, proverbs, plots, stories and poems. New ed., rev. and enl. Philadelphia, Lippincott, c1898.

One of the most satisfactory of the handbooks.

241. ——— Dictionary of phrase and fable. New ed. enl. Philadelphia, Lippincott, c1896.

Similar to *Reader's handbook*, but includes rather smaller subjects and explanations of phrases.

242. **Century cyclopedia of names;** a pronouncing and etymological dictionary. Rev. and enl. ed. N. Y. Century co., c1911.

(For description of this volume see note on *Century dictionary*, section 123).

243. Walsh, William Shepard. Heroes and heroines of fiction; classical, mediaeval, legendary. Philadelphia, Lippincott, c1915.

——— Heroes and heroines of fiction; modern prose and poetry. Philadelphia, Lippincott, c1914.

——— Handy-book of literary curiosities. Philadelphia, Lippincott, 1893.

Edwards, Eliezer. Words, facts, and phrases. Philadelphia, Lippincott, pref. 1881.

Frey, Albert Romer. Sobriquets and nicknames. Boston, Houghton, 1895.

Phyfe, William Henry Pinkney. Five thousand facts and fancies. N. Y. Putnam, 1901.

Reddall, Henry Frederic. Fact, fancy and fable. Chicago, McClurg, 1892.

Spence, Lewis. Dictionary of medieval romance and romance writers. London, Routledge, 1913?

Thorne, Robert. Fugitive facts; a dictionary of rare and curious information. N. Y. Burt, c1889.

Wheeler, William Adolphus. Explanatory and pronouncing dictionary of the noted names of fiction, including also, familiar pseudonyms, surnames bestowed on eminent men, and analogous popular appellations often referred to in literature and conversation. 23d ed. Boston, Houghton, 1894.

———Who wrote it? An index to the authorship of the more noted works in ancient and modern literature; ed. by C. G. Wheeler. Boston, Lee, c1881.

CHAPTER XXI
LITERATURE (Continued)
QUOTATIONS

244. Collections of quotations are useful in finding quotations on a certain subject or appropriate to a certain occasion, the authorship of a particular quotation, the correct form of a quotation, or the lines of an author that are most often quoted.

245. **Bartlett, John.** Familiar quotations. 10th ed., rev. and enl. by N. H. Dole. Boston, Little, 1914.

Quotations from prose and poetry from the earliest times down to the present. Gives exact reference to author and work from which the quotation is taken. Arrangement is chronological under authors. Index of authors in the front and index by important words of the quotation in the back. One of the most complete, accurate, and satisfactory of the collections.

246. **Hoyt, Jehiel Keeler.** Cyclopedia of practical quotations, English, Latin, and modern foreign languages. New ed., rev., corrected and enl. N. Y. Funk, c1896.

Arranged alphabetically by subjects, and under each subject alphabetically by author. Main part of the work devoted to English quotations. Special sections for (1) Latin authors and Latin law maxims, (2) Modern foreign authors, and (3) Mottoes from the Latin and French. Index of authors quoted, and separate indexes to English and foreign language quotations. Reference is given not only to the page but also to the exact position on the page where a quotation will be found. Most useful collection for quotations by subjects.

247. **Walsh, William Shepard.** International encyclopedia of prose and poetical quotations from the literature of the world. Philadelphia, Winston, c1908.

Arranged in one alphabet by subject. An index of topics with cross references, and a list of authors quoted, is given at the beginning of the book; an index of important words at the end.

248. **Allibone, Samuel Austin.** Poetical quotations from Chaucer to Tennyson. New ed. Philadelphia, Lippincott, c1873.

Only English quotations are included. Arranged alphabetically by subject. Indexed by authors, subjects, and first lines.

249. ———— Prose quotations from Socrates to Macaulay. Philadelphia, Lippincott, c1875.

Brief quotations from the prose literature of the world. Arranged alphabetically by subject. Index of authors and subjects.

250. **Bent, Samuel Arthur.** Familiar short sayings of great men; with historical and explanatory notes. 9th ed., rev. and enl. Boston, Houghton, c1887.

Contains only oral utterances with the exception of some passages from letters, journals, proclamations, and addresses. Arranged alphabetically by author quoted. Index of sayings.

251. **Day, Edward Parsons.** Day's collacon; an encyclopaedia of prose quotations. London, Low, 1883?

Prose quotations arranged alphabetically by subjects. No index to quotations, but an index to subjects in the front of the book and a biographical index of authors.

252. **Swan, Helena.** Dictionary of contemporary quotations (English). London, Sonnenschein, 1904.

"Roughly speaking, the poems from which these quotations are taken date from after 1850." *Preface.* Subject arrangement. Author index.

253. **Christy, Robert.** Proverbs, maxims, and phrases of all ages. N. Y. Putnam, c1887. 2v.

Arrangement alphabetical by subject. Index of subjects in v.2.

254. **Hazlitt, William Carew.** English proverbs and proverbial phrases. London, Reeves, 1907.

255. **Edmund, Peggy and Williams, H. W.** Toaster's handbook; jokes, stories and quotations. White Plains, N. Y., Wilson, 1914.

Aims to assist the toast writer by supplying him with a story, definition or verse (for the most part humorous). Arranged alphabetically by subject.

256. Concordances to the Bible (see section 220) afford the best means of identifying Biblical quotations. Special author concordances, when available, furnish more complete treatment of their authors than books of general quotations can give; e.g. John Bartlett's *Concordance to Shakespeare*, and similar publications for Burns, Cowper, Keats, Shelley, Tennyson, Wordsworth, and so on. There are also special author dictionaries that are useful in identifying references to the characters, places, etc., mentioned in an author's works.

INDEXES TO GENERAL LITERATURE

257. The "**A. L. A.**" index; an index to general literature. 2d. ed. enl. and brought down to January 1, 1900. Boston, American library association, c1901.

——— supplement, 1900-10. Chicago, American library association publishing board, 1914.

A subject index to books of essays and travel, society and government publications, and volumes of a miscellaneous content that are most commonly found in the libraries of this country and that are especially useful for reference work. Information given: author and brief title of book, volume and page. An alphabetical author list of the books indexed (with call number, if in this library) is in the back of the main work and in the front of the supplement.

258. **Baker, Ernest Albert.** Guide to the best fiction in English. New ed. enl. and rev. London, Routledge, 1913.

A selected list of the best English and American fiction and of foreign fiction translated into English with brief note as to the contents and style of each book. Arranged according to the nationality of the author and then, under periods, alphabetically by author. Index is by authors, titles, subjects, characters, and localities.

259. ——— Guide to historical fiction. London, Routledge, 1914.

A list of about 5,000 novels in English which in any way picture the life of the past. Brief note as to scene, plot, characters, and so on, of each novel. Arranged first by the country furnishing the setting of the novel and then chronologically by historical period. Index of authors, titles, subjects, historical characters, places, events, etc.

260. **Firkins, Ina Ten Eyck.** Index to short stories. White Plains, N. Y. Wilson, 1915.

Refers to stories by the more important English and American authors and by a few foreign authors whose stories have been translated into English. Indexes stories published in collected editions and in separate volumes of an author's works, in periodicals, and in collections of literature. Arranged alphabetically by author and title, with the author's name in heavy type. References to the books and magazines in which the story may be found are given only under the author's name.

261. **Granger, Edith,** ed. Index to poetry and recitations. Rev. and enl. ed. Chicago, McClurg, 1918.

Indexes "four hundred and fifty volumes, comprising standard and popular collections of poetry, recitations (both prose and verse), orations, drills, dialogues, selections from drama, etc." *Preface.* The book is divided into three parts: title, author and first line indexes. The title index is the main part and references are given here by means of symbols

to the various books in which the selection may be found. In the front is a Key to symbols to which the call numbers have been added if the books are in this library.

262. **Book review digest**, 1905-date. N. Y. Wilson, 1905-date.

Monthly numbers with annual cumulations. Lists the more important books of general interest published during the period covered by the volume. Gives exact reference—with sometimes a brief digest—to reviews published about each book (selected from about sixty English and American publications). Indicates the number of words in each article and, by the use of + (for favorable) and — (for unfavorable), shows the reviewer's estimate of the book. Arranged alphabetically by authors with an index under subject, title and pseudonym. The index in the monthly issue covers all the numbers since the last annual cumulation.

263. **A. L. A. booklist**; a guide to the best new books, 1905-date. Chicago, American library association publishing board, 1905-date.

Published monthly (except for two months of the year). Planned primarily as an aid in book selection for a medium sized public library but useful as a guide to important new books. Gives brief descriptive notes.

264. **United States catalog**; books in print January 1, 1912. Minneapolis, Wilson, 1912.

———Supplement; books published 1912-17. N. Y., Wilson, 1918.

A list of all the books in print in the U. S. Jan. 1, 1912, and a supplement for all books published from 1912 to 1917. Arranged alphabetically under author, subject and title of the book. Gives publisher and price for each. In the back, is a directory of publishers giving their street addresses.

265. **Cumulative book index**, 1898-date. N. Y., Wilson, 1898-date.

Supplements the United States catalog (above) and keeps it up-to-date.

266. **Ayer, N. W.** and Son. American newspaper annual and directory, 1881-date. Philadelphia, Ayer, 1881-date.

A list of American (including Canadian, Cuban, and the West Indian) newspapers and periodicals with information concerning the circulation, names of editors, frequency of issue, publishers and prices, date of establishment, politics or other distinctive features. Arrangement is alphabetical under states and then towns. Classified list of publications in the back; e.g., Daily newspapers, Religious publications, Agricultural publications, etc. Contains other miscellaneous material such as postal information, proof-reader's marks, population statistics, etc.

267. **Severance, Henry Ormal.** A guide to the current periodicals and serials of the United States and Canada. 3d ed. Ann Arbor, Mich. Wahr, 1914.

An alphabetical list of periodical publications giving frequency of publication, price, publisher and place of publication. Classified list of periodicals in the back.

CHAPTER XXII

FINE ARTS

ARCHITECTURE

268. **Sturgis, Russell.** Dictionary of architecture and building...by Russell Sturgis and many architects, painters, engineers, and other expert writers. N. Y. Macmillan, c1901. 3v.

Descriptions of famous buildings, articles on the architecture of various countries, biographies of architects as well as more technical material. Some articles are very short, hardly more than definitions, others are long and signed. Arranged alphabetically and illustrated.

269. **Longfellow, William Pitt Preble,** ed. Cyclopaedia of works of architecture in Italy, Greece and the Levant. N. Y. Scribner, 1903.

Descriptions of important architectural works in Italy, Greece, and the Levant arranged alphabetically by places. Illustrations.

PAINTING

270. **Bryan, Michael.** Bryan's dictionary of painters and engravers. New ed. rev. and enl. under the supervision of G. C. Williamson. London, Bell, 1903-05. 5v.

Biographies of painters and engravers, exclusive of those living at the time of publication, and lists of their most important works with the name of the gallery or museum containing the original. Some of the articles are signed by the initials of the authors. The arrangement is alphabetical by names of artists only. Full page reproductions of famous paintings. First edition was issued in 1816.

271. **Champlin, John Dennison,** ed. Cyclopaedia of painters and painting. Critical editor, C. C. Perkins, c1885-87. 4v.

Brief biographical facts concerning painters, with lists of their works. Under the names of famous paintings are very

short descriptions, usually including the name of the artist, the size of the painting, the date when painted if known, and the name of the gallery or museum containing the original. Alphabetically arranged by names of artists and pictures. Illustrations are merely outlines.

MUSIC

272. **Grove, Sir George**, ed. *Grove's dictionary of music and musicians*; ed. by J. A. F. Maitland. N. Y. Macmillan, 1904-10. 5v.

A standard work on the subject, but especially good for English music and musicians. The articles are signed by the initials of the authors and arranged in alphabetical order.

273. **Hubbard, William Lines**, ed. *American history and encyclopedia of music*. Toledo, Squire, c1908-10. 12v.

Contents: v.1-2, Operas; v.3, Foreign music; v.4, Instruments; v.5-6, Musical biographies; v.7, American music; v.8, Oratorios and masses; v.9, Theory of music; v.10, Musical dictionary; v.11-12; Essentials of music. General index in v.12 refers to volumes by letters.

274. **University musical encyclopedia**, by many eminent editors, experts, and special contributors. N. Y. University society, c1910-14. 12v.

Contents: v.1-2, History of music; v.3-4, Great composers; v.5, Religious music; v.6, Vocal music and musicians; v.7, The opera; v.8, Theory of music; v.9-10, Dictionary of music; v.11-12, Musicians' practical instructor. No general index.

275. **Riemann, Hugo**. *Dictionary of music*. 4th ed. rev. and enl. Translation by J. S. Shedlock. London, Augener, 1908.

Biographies of musicians, definitions of musical terms, articles on musical instruments, forms, etc. Alphabetical arrangement.

CHAPTER XXIII

SCIENCE

276. **Smithsonian institution.** Annual report, 1846-date. Washington, Government printing office, 1846-date.

Besides official reports of officers of the Institution, it contains popular papers by different authorities on scientific topics of current interest. Well illustrated.

277. **Thorpe, Sir Thomas Edward.** A dictionary of applied chemistry. Rev. and enl. ed. London, Longmans, 1912-13. 5v.

A cyclopedia of chemistry in its application to arts and manufactures. Long articles by authorities. Many are signed by initials and are followed by good bibliographies. Abbreviations used in bibliographies explained in front of each volume. Arrangement alphabetical by small subjects. Illustrated.

278. **Chemical catalog company, inc.** New York. The condensed chemical dictionary; a reference volume for all requiring access to a large amount of essential data regarding chemicals. N. Y. The author, 1919.

Prepared for the non-technical user, it is also a time-saver for chemists. Arranged alphabetically. Explanation of terms and symbols used, in the front. Condensed information given: [chemical] derivation, color and properties, constants, grades, method of purification, containers, uses, fire hazard, railroad shipping regulations. Appendixes: tables of weights and measures, temperatures for Fahrenheit and Centigrade compared, specific gravity equivalents, definitions of units, transportation of dangerous articles other than explosives.

279. **Gannett, Henry.** A dictionary of altitudes in the United States. 4th ed. Washington, Government printing office, 1906. (U. S. Geological survey. Bulletin 274.)

Arranged alphabetically by state and then by place. Elevation in feet given and abbreviation denoting authority. Sources of information listed in introductory note, with explanation of the abbreviations of names of railroads used as authorities.

280. **U. S. Geological survey.** Geologic atlas of the United States, no. 1-date. Washington, The author, 1894-date.

“Issued in parts called folios. Each folio includes topographic, geologic, economic and structural maps of a ‘quadrangle’ or small section of the country, together with other illustrations and a general description.” *Kroeger.*

281. **Gray, Asa.** Gray’s new manual of botany, a handbook of the flowering plants and ferns of the central and northeastern United States and adjacent Canada. 7th ed. N. Y. American book co. c1908.

Classified arrangement of plants by families and species, with analytical key in front and Glossary and minute index in back of book. Illustrations small, showing details rather than general appearance of plants.

282. **Mathews, Ferdinand Schuyler.** Field book of American wild flowers. New ed. rev. and enl. N. Y. Putnam, c1912.

———Field book of American trees and shrubs. N. Y. Putnam, c1915.

Two small and popular handbooks containing short descriptions of the plants, arranged by families. Very profusely illustrated, including many colored plates. Index of Latin and common names in the back of each book and keys to families by leaves are also provided. The Field book of flowers contains a color index, while the Field book of trees has instead a key for identification by bark and maps showing distribution in the United States.

283. **Hough, Romeyn Beck.** Handbook of the trees of the northern states and Canada east of the Rocky Mountains. Lowville, N. Y. The author, 1907.

For each tree are given a brief description, including commercial value, and fine illustrations from photographs of the trunk, leaves, fruit, winter branchlet, a small map of the United States shaded to show distribution, and in some cases a cross section showing grain of the wood. Analytical keys, glossary, and index.

284. **Rogers, Julia Ellen.** The tree book. Garden City, N. Y. Doubleday, 1905.

Description of trees, and chapters on forestry, uses of wood and life of trees. Illustrations show shape of tree, leaves, bark, fruit, and winter buds. Some colored plates. Appendix contains special lists of trees; e.g. tallest and oldest trees in the world, trees with bright autumn foliage. Good index.

285. **Atkinson, George Francis.** Studies of American fungi, mushrooms, edible, poisonous, etc. 3d ed. N. Y. Holt, 1911.

Descriptions and photographs of mushrooms, with chapters on cultivation, uses, and cooking. Glossary and indexes of genera and species.

286. **Hornaday, William Temple.** American natural history. N. Y. Scribner, 1914. 4v.

Popular, but authoritative, work describing vertebrates of North America. Classified arrangement, with index at end of v.4. Many illustrations.

287. **Newton, Alfred.** Dictionary of birds. London, Black, 1893. 4v.

Based on the author's articles in the 9th ed. of the *Encyclopaedia Britannica*, with a large number of additional articles, some of which are by other authorities. Includes not only descriptions of particular birds, but also articles on general subjects such as eggs, geographical distribution, color of birds. Arranged alphabetically. Illustrated. Index in v.4.

288. **Chapman, Frank Michler.** Handbook of birds of eastern North America. Rev. ed. N. Y. Appleton, 1912.

Long introduction on bird life in general, with bibliography of ornithological magazines, followed by Key to families and descriptions of birds in a classified arrangement. Bibliographical appendix lists books dealing with birds of particular states arranged alphabetically by states. Well indexed and illustrated.

289. **Holland, William Jacob.** The butterfly book. Garden City, N. Y. Doubleday, c1898.

——— The moth book. Garden City, N. Y. Doubleday, c1903.

Popular handbooks, with introductory chapters on life history and anatomy of the insects and their collecting and classification, with a bibliography. Descriptions of the different species. Beautifully illustrated with colored plates. Minute index in each book.

290. **U. S. Superintendent of documents.** Price lists. Washington, Government printing office.

No. 15, Geological survey: Works on geology, mineral resources, and water supply.

No. 39, Birds and wild animals. North American fauna, game, and mice.

No. 48, Weather. Scientific studies in climate, local records, floods, earthquakes, use of kites and other instruments.

No. 55, National museum and National academy of sciences, reports, bulletins, and proceedings.

No. 57, Astronomy.

CHAPTER XXIV

AGRICULTURE

291. **Bailey, Liberty Hyde**, ed. *Cyclopedia of American agriculture*. N. Y. Macmillan, c1907-09. 4v.

Signed articles with bibliographies. Contents: v.1, Farms; v.2, Crops; v.3, Animals; v.4, Farm and community. Index in each volume. Well illustrated.

292. ———— *Standard cyclopedia of horticulture*. N. Y. Macmillan, 1914-17. 6v.

Signed articles on the different species of plants grown in the U. S. and Canada, the standard methods of cultivation for the staple flowers, fruits and vegetables, and the effective arrangement of plant materials. Bibliographical references in abbreviated form are explained in the front of v.1. Mainly an alphabetical arrangement. V. 6 contains supplementary articles, a finding list of binomials, and a general index to synonyms, vernacular names, and miscellaneous references not in alphabetical order in the cyclopedia. Many illustrations.

293. **Agricultural index**, 1916-date. N. Y. Wilson, 1919-date.

One volume for 1916-1918 is continued by numbers cumulating quarterly, annually, and triennially. Indexes agricultural periodicals, bulletins, government reports, and occasionally other literature. Arranged alphabetically by subjects. Information given with the periodical references: title of the article, author's name if known, abbreviated title of the periodical, volume, inclusive page reference, exact date. List of periodicals indexed with abbreviations used is in the front of each volume or number.

GOVERNMENT DOCUMENTS

294. The publications of the U. S. Department of agriculture and the state agricultural experiment stations contain a great deal of valuable information, and special card indexes

to these publications are in the Agricultural Library. The index on Library of Congress cards to the U. S. Department of agriculture publications is arranged by author, subject, and sometimes title. The classified index on half size cards to the agricultural experiment station literature, prepared by the Office of experiment stations of the U. S. Department of agriculture, is rather difficult to use because a key must first be consulted in order to find the classification number under which the cards on a subject are filed. The *Experiment station record*, described in section 303, and the *Agricultural index* are often used in research work as indexes to the recent literature issued by the agricultural experiment stations and the U. S. Department of agriculture.

295. A large reference collection of popular agricultural experiment station material on many subjects pertaining to agriculture and home economics is arranged in pamphlet boxes in the Agricultural Library according to classification numbers; a convenience when several bulletins on a certain topic are wanted in a hurry.

A few of the current publications of the U. S. Department of agriculture are listed below.

296. **Finch, Vernor Clifford and Baker, O. E.** Geography of the world's agriculture. Washington, Government printing office, 1917.

Sections on farm products, including both crops and live stock. Brief text supplemented by maps and statistical charts showing geographical distribution.

297. **U. S. Department of agriculture.** Yearbook, 1894-date. Washington, Government printing office, 1895-date.

Each volume contains signed, illustrated articles of a popular character on practical agricultural subjects, a report by the Secretary of agriculture on the Department's work during the year and many agricultural statistics.

298. ————Farmers' bulletin, no.1-date. Washington, Government printing office, 1889-date.

Concise, practical, and instructive material on topics pertaining to agriculture and home economics; e.g. no.1087, *Beautifying the farmstead*; no.1089, *Selection and care of clothing*. A general index covering Farmers' bulletins no. 1-1000 has been issued.

299.—**U. S. Department of agriculture.** Department bulletin, no.1-date. Washington, Government printing office, 1913-date.

This series of popular and semitechnical contributions from the bureaus, divisions, and offices of the Department of agriculture was started in 1913, superseding the series of bulletins and circulars formerly issued by the various bureaus, divisions, and offices of the Department separately. Department bulletins which are too technical to be of general interest are in a subseries called "Professional papers;" e.g. no.724, *Drainage methods and foundations for county roads*; no.772, *The genera of grasses of the United States*.

300. ————Department circular, no.1-date. Washington, Government printing office, 1919-date.

Brief pamphlets on matters concerning agriculture and home economics: e.g. no.3, *Drying vegetables and fruits for home use*; no. 66, *Organization and results of boys' and girls' club work (Northern and western states)*.

301. ————Office of the secretary circular, no.1-date. Washington, Government printing office, 1896-date.

These short pamphlets from the office of the Secretary of agriculture deal with the work of the Department or some phase of agriculture; e.g. no. 120, *Rules and regulations of the Secretary of agriculture under the food products inspection law of October 1, 1918*; no.127, *The "17-year locust" in 1919*.

302. ————Journal of agricultural research, v.1-date. Washington, Government printing office, 1913-date.

A periodical on agricultural science, now published semi-monthly, containing articles by scientific workers of the agri-

cultural experiment stations and the Department of agriculture. Too technical to be of general interest.

303. **U. S. Department of agriculture.** Experiment station record, v.1-date. Washington, Government printing office, 1889-date.

A monthly publication, consisting mainly of abstracts and reviews of the world's current agricultural literature. Useful to the research worker as an index to the material bearing upon agricultural science appearing in periodicals, publications of the U. S. Department of agriculture, the agricultural experiment stations of the world, etc. The abstracts are classified under the following subjects: Agricultural chemistry—Agrotechny, Meteorology, Soils—Fertilizers, Agricultural botany, Field crops, Horticulture, Forestry, Diseases of plants, Economic zoology—Entomology, Foods—Human nutrition, Animal production, Dairy farming—Dairying, Veterinary medicine, Rural engineering, Rural economics, Agricultural education, Miscellaneous. Minute table of contents in each number; index of names, and index of subjects in each volume. Separate indexes for v.1-12, and v.13-25. Circular 62 of the Experiment stations office of the U. S. Department of agriculture is a list of abbreviations used for publications reviewed in the *Experiment station record* with the names of the publications in full.

304. The following lists are convenient guides for ordering personal copies of the Department's publications.

U. S. Department of agriculture. Monthly list of publications of the Department of agriculture. Washington, Government printing office.

This is sent regularly to all who request it. Many of the publications entered may be obtained free from the Department of agriculture.

U. S. Superintendent of documents. Price lists. Washington, Government printing office.

No. 16, Farmers' bulletins, Department bulletins, Year-books, Journal of agricultural research.

No. 38, Animal industry.

No. 39, Birds and wild animals.

No. 40, Agricultural chemistry.

No. 41, Insects.

No. 42, Agricultural experiment stations, irrigation,
drainage.

No. 43, Forestry.

No. 44, Plants.

No. 46, Soils and fertilizers.

No. 68, Farm management.

CHAPTER XXV

HOME ECONOMICS

305. For the lack of a cyclopedia of home economics, it is necessary for the student of this subject to supplement her textbooks and treatises by reference books which were prepared with a view to satisfying the needs of specialists in other fields than her own. She will find material of interest and value, especially on the chemical and physiological side of the subject, in the *Experiment Station Record* and the *Farmers' Bulletins* (see sections 303 and 298). The reference collection of pamphlets in the Agricultural Library also includes subjects in home economics (see section 295). The *Industrial Arts Index* (see section 103) may be used to find magazine articles and bulletins on electric equipment and textiles and the *Agricultural Index*, (see section 293) on foods and their marketing, canning and preserving. The following reference books, chiefly on foods, textiles and clothing, contain material not likely to be found in so complete or convenient a form either in general encyclopedias or in home economics textbooks.

306. **Lyford, Carrie Alberta.** Bibliography of home economics. Washington, Government printing office, 1919. (U. S. Bureau of education. Bulletin, 1919, no.46.)

As nearly complete a bibliography as possible of subjects in and connected with home economics. Gives authors, titles, publishers, place, and date of publication, number of pages, and price for each book or pamphlet. Classified arrangement.

307. **Hopkins, Albert Allis,** ed. The Scientific American cyclopedia of formulas. N. Y. Munn, c1910.

Fifteen thousand formulas compiled from Scientific American and drug and technical journals. Alphabetical arrangement of chapters on such broad subjects as Cleansing and bleaching, Glass, Photography, Preserving and canning. Individual chapters are either arranged alphabetically or have an outline of the contents at their beginning. The minute

index should be used in looking up formulas for a definite object. Appendix contains miscellaneous formulas, chemical manipulations, and tables of weights and measures.

CLOTHING AND TEXTILES

308. **Harmuth, Louis.** Dictionary of textiles. N. Y. Fairchild, 1915.

Definitions of terms "relating to textiles from the fibres to the finished fabrics and everything which goes into them in the course of the manufacture." *Preface*. Includes obsolete fabrics and textiles found in use in every country, with special emphasis on French, English, and German. Bibliography follows *Preface*. Addenda at the end contain chiefly Japanese and Philippine terms.

309. Costume books are of use, not only to students of the history of dress, but also to anyone interested in staging historical plays or pageants or in fancy dress for social affairs. Books of smaller size similar to the reference books listed below may be found by looking in the card catalog under the headings: *Costume, Dress*. Illustrations of costume are also often found in books of travel and in the *National Geographic Magazine*.

310. **Planché, James Robinson.** Cyclopaedia of costume. London, Chatto, 1876-79. 2v.

V. 1 is a dictionary of costume, giving definitions, descriptions, and illustrations of parts of dress and armor of different periods. V. 2. is a history of costume in Europe from 53 B.C. through the eighteenth century. Well illustrated. Index to both volumes at the end of v. 2.

311. **Kretschmer, Albert.** Die trachten der völker... mit text von Carl Rohrbach. 3. aufl. Leipzig, Schumann, 1906.

First half of book is a history of costume from the early Egyptians to modern times; second half is a series of colored illustrations of costumes of all nations and times. Text is in German.

312. **Racinet, Albert Charles Auguste.** *Le costume historique.* Paris, Firmin-Didot, 1888. 6v.

Five hundred plates showing costumes and other personal effects of people of all times and countries, and also interior scenes in ancient and medieval homes. A descriptive article accompanies each plate. V. 1 contains analytical contents of the work, a geographical and ethnological index, a glossary, a bibliography of costume, and other miscellaneous material on the subject. Text is in French. A card index in English to the illustrations is kept at the Reference Desk.

313. **Pauquet freres.** *Modes et costumes historiques.* Paris, Bureau des modes et costumes historiques, n.d.

No text. The book consists of ninety-six plates in color, illustrating French costume from the fifth to the nineteenth century.

FOODS AND BEVERAGES

314. **Wiley, Harvey Washington.** 1001 tests of foods, beverages, and toilet accessories, good and otherwise. Rev. ed. N. Y. Hearst, 1916.

Brief notes of the results of chemical and microscopic tests made in the laboratories of Good Housekeeping 1912-13. The appendix adds tests in the Lederle Laboratories 1914-15. Products examined were those in the open market "having a general sale and presumably of the best quality." Tests were made for injurious ingredients, misleading labels, and quality in general. Three ratings made, as explained at the end of the introductory section. Classified arrangement with alphabetical index of trade names.

315. **Ward, Artemas, comp.** *Encyclopedia of foods and beverages; the grocer's encyclopedia.* N. Y. [Kempster] c1911.

Information, popular rather than scientific, not only on foods and beverages, but also on other articles handled by grocers and on food values and the care of food. Description of each article generally includes place, season, and method

of production, storage care and preparation for the table. Many illustrations, including colored plates. Arranged alphabetically. Appendix contains dictionary of food names in English, French, German, Italian and Swedish, culinary and bill-of-fare terms, and tables of weights and measures.

316. **U. S. Superintendent of documents.** Price lists. Washington, Government printing office.

No. 11, Foods and cooking.

No. 40, Chemistry of food and drugs, adulterations, and preservatives.

CHAPTER XXVI

ENGINEERING

317. The chief sources of information on engineering are the cyclopedias, handbooks, and textbooks of engineering supplemented by the technical journals and the publications of engineering societies. The Engineering Library contains two classified collections of technical manufacturers' catalogs. One, called *Catalogue studies*, has an alphabetical index in pamphlet form; the other has an alphabetical index on cards.

318. **Cyclopedia of engineering**; a general reference work. Editor-in-chief: Louis Derr. Chicago, American technical society, c1915. 7v.

Condensed treatises on the different branches of mechanical and electrical engineering. The names of the authors of the treatises are given in the table of contents in each volume. Separate indexes in v.1-6; general index to the set in v.7.

319. **Cyclopedia of civil engineering**; a general reference work. Chicago, American technical society, c1916. 9v.

Concise treatises on the various divisions of civil engineering. Use the table of contents in each volume to find the names of the authors of the treatises. Separate indexes in v.1-8; general index to the set in v.9.

320. **International library of technology**; a series of text-books. Scranton, International textbook co. c1901, v.1.

"The volumes...are made up of instruction papers, or sections, comprising the various courses of instruction for students of the International correspondence schools." *Preface*, v. 152. The series is not limited to engineering but includes volumes on the other industrial arts, also related subjects, such as Banks and banking, History of architecture, Principles of law, Advertising, etc. Many illustrations. An index in each volume refers to both sections and pages.

321. **Modern shop practice**; a general reference work. Editor-in-chief; H. M. Raymond. Chicago, American technical society; 1916. 6v.

“Practical treatises on the various shop subjects have been supplied by well-known teachers and practical men.” *Foreword, v.1*. The table of contents in each volume gives the names of the authors of the treatises included. Separate indexes in v.1-5; general index to the set in v.6.

322. **Machinery's encyclopedia**; a work of reference... comp. and ed. by Erik Oberg and F. D. Jones...in collaboration with many prominent mechanical and electrical engineers. N. Y. Industrial press, 1917. 7v.

“Deals with practical mathematics and mechanics; strength of materials; design of machine details; machine tools and machine shop practice; heat-treatment of iron and steel; forge shop, pattern shop, and foundry practice; metallurgy of...the more important...metals...including very complete treatises on electrical machinery, gas engines, hydraulic turbines, steam engines and turbines, boilers and accessories, pumps, air compressors, etc.”...*Editors' preface, v.1*. Some of the articles are signed by initials explained in the front of v.1. Arranged alphabetically. Use the general index in v.7 to find all the information on a certain subject in the encyclopedia. It refers not only to the page, but also to that section of the page where the information will be found; e.g. IV, 285-3. This means that the reference is in v.4, p. 285, upper right hand corner.

323. **Automobile engineering**: a general reference work ...covering the construction, care, and repair of pleasure cars, commercial cars, and motorcycles with especial attention to ignition, starting, and lighting systems, garage design and equipment, welding and other repair methods. Chicago, American technical society, 1917. 5v.

Treatises by automobile experts whose names are given in the table of contents in each volume. Separate indexes in v.1-4; glossary and general index to the set in v.5. (A later edition is announced).

HANDBOOKS

324. The handbooks on the various engineering specialties are small, conveniently arranged volumes which include rules, formulae, and other concise material, sometimes difficult to find elsewhere. Below are listed a few of the more important ones.

Marks, Lionel Simeon, ed. *Mechanical engineers' handbook*. N. Y. McGraw, 1916.

Kent, William. *Mechanical engineers' pocket-book*. 9th ed. thoroughly rev. with the assistance of R. T. Kent. N. Y. Wiley, 1916.

Machinery's handbook for machine shop and drafting room. N. Y. Industrial press, 1914.

Gillette, Halbert Powers and Dana, R. T. *Handbook of mechanical and electrical cost data*. N. Y. McGraw, 1918.

Standard handbook for electrical engineers. F. F. Fowle; editor-in-chief. 4th ed. rewritten and greatly enl. N. Y. McGraw, 1915.

Trautwine, John Cresson. *Civil engineer's pocket-book...* rev. by J. C. Trautwine, jr., and J. C. Trautwine, 3d. 20th ed. Philadelphia, Trautwine, 1919.

Merriam, Mansfield, ed. *American civil engineers' handbook*. 4th ed. thoroughly rev. and enl. N. Y. Wiley, 1920.

Gillette, Halbert Powers. *Handbook of cost data for contractors and engineers*. 2d. ed. Chicago, Clark, 1910.

Ketchum, Milo Smith. *Structural engineers' handbook; data for the design and construction of steel bridges and buildings*. 2d ed. N. Y. McGraw, 1916.

Hool, George Albert and others. *Concrete engineers' handbook, data for the design and construction of plain and reinforced concrete structures*. N. Y. McGraw, 1918.

Blanchard, Arthur Horace. *American highway engineers' handbook*. N. Y. Wiley, 1919.

Peele, Robert, ed. *Mining engineers' handbook*. N. Y. Wiley, 1918.

INDEXES TO ENGINEERING PERIODICALS AND U. S.
GOVERNMENT PUBLICATIONS

325. **Industrial arts index**, 1913-date. N. Y. Wilson, 1914-date. For description see section 103.

326. **Engineering index annual**, 1906-date. N. Y. Engineering magazine, 1907-18, American society of mechanical engineers, 1919-date.

Indexes foreign as well as American technical journals and publications of engineering societies. Arranged by subjects in broad divisions, such as *Civil engineering*, *Electrical engineering*, *Mechanical engineering*, etc. The divisions are divided into sections arranged in alphabetical order; e.g. *Civil engineering—Bridges*, *Civil engineering—Construction*. The sections are subdivided into many subheadings, also arranged alphabetically, and under these subheadings the references are listed. Information given with each reference: title, author's name if known, brief summary of the article, name of the publication abbreviated, volume, inclusive page reference, exact date, and beginning with 1919, the number of figures in the article. Before 1919 the number of words in the article was given instead of the volume and inclusive page reference. The *Engineering index annual* is compiled from the *Engineering index*, published monthly.

327. **U. S. Superintendent of documents**. Price lists. Washington, Government printing office.

No. 18, Engineering and surveying.

No. 58, Mines.

No. 64, Standards of weight and measure.

CHAPTER XXVII

COMMERCE AND GENERAL BUSINESS

328. **American school of correspondence**, Chicago. *Cyclopedia of commerce, accountancy, business administration*; prepared by a corps of auditors, accountants, attorneys, and specialists in business methods and management. Chicago, Amer. school of correspondence, c1909-12. 10v.

329. **Chisholm, George Goudie**. *Handbook of commercial geography*. 8th ed. London, Longmans, 1918.

For various commodities such as wheat, potatoes, wool, rice, spices, furs, coal, copper, paper, glass, soap, etc. gives the conditions or history of their production and the localities where the greatest amount of each is produced. Also takes up the various countries and their products. Trade routes of the world are especially treated. Appendix gives statistical tables. Index.

330. **Freeman, William George and Chandler, S. E.** *The world's commercial products*. Boston, Ginn, 1908.

Treats in separate chapters the various products of the plant world that are of commercial importance. Index.

331. **Bartholomew, John George**, ed. *Atlas of the world's commerce*; a new series of maps with descriptive text and diagrams showing products, imports, exports, commercial conditions and economic statistics of the countries of the world. London, Newnes, [1907].

332. **U. S.—Foreign and domestic commerce bureau**. *Commerce reports*. Washington, Government printing office, 1910-date.

—————Supplement.

Daily except Sundays and holidays. "This live daily commercial reporter contains important commercial facts and reports of business conditions gathered by the American consular officers and commercial agents of the Government

throughout the world. Supplemental issues will appear from time to time, which will be devoted to reviewing trade, industrial, and general conditions in the respective districts of the United States consular officers." *Monthly catalogue of United States public documents.*

333. ——— Foreign commerce and navigation of the U. S., 1911/12-1918. Washington, Government printing office, 1912-19.

Each volume gives detailed statistics for the period covered of the commerce of the U. S. and her insular possessions, with comparative statements and statistics for the five-year period just preceding. Series—with slightly different title and issuing office—extends back to 1837.

334. **Exporters' encyclopaedia**, 1904-date. Containing full and authentic information relative to shipments for every country in the world. N. Y. Exporters' encyc. co., c1904-date.

Published annually. Arranged alphabetically by country. For each country gives brief note as to area, population, commerce, products, etc., statistics of import and export, points for which through bills of lading are issued, consular charges or regulations, shipping routes from New York, etc. Shipping routes from Philadelphia, Boston, Baltimore, Newport News, Norfolk, Savannah, Mobile, New Orleans, Galveston, San Francisco, Seattle, Tacoma, Vancouver, etc., are given separately. Much miscellaneous material of interest to the exporter.

335. **"Shipping world" yearbook**: a desk manual in trade, commerce, and navigation. London, "Shipping World," 1887-date.

Published annually. Gives a port directory and tariffs for the various countries of the world. Map showing trade routes is in pocket on back cover of book.

336. **Hendricks' Commercial register of the United States** for buyers and sellers. N. Y. Hendricks, c1890-date.

Especially devoted to the interests of the architectural, contracting, electrical, engineering, hardware, iron, mechanical, mill, mining, quarrying, railroad, steel and kindred industries. The greater part of this work consists of a list of manufacturers classified by articles manufactured, the arrangement under each heading being alphabetical under the firm's name. Trade names listed in the back of the book; an alphabetical index in the front.

337. **Thomas' Register of American manufacturers.** Ed. 10. N. Y. Thomas, c1919.

The main part of this work consists of a list of manufacturers classified by articles manufactured, the arrangement under each article being geographical by state and city. Addresses and financial ratings are given. The remainder of the book includes manufacturing firms arranged by names—with officers of companies and location of branches—, a list of trade names, an international trade section giving exporters and importers, and a list of forwarders or concerns especially well equipped to promote and handle business between manufacturers and others in the U. S. and abroad. Before attempting to use this book it is well to read the "Instructions for the use of this work" printed on the inside of the front cover.

338. **Rand-McNally Bankers' directory** and list of attorneys; the original "Bankers' Blue Book." Chicago, Rand, c1876-date.

Two editions each year, in January and July. Lists banks in the U. S., Canada, and Mexico, giving for each the year established, the names of officers, financial statement, etc. Contains other miscellaneous related material such as national bank examiners and districts, values of foreign coins, clearing houses in the U. S. and Canada, towns accessible to banking points, banking and commercial laws, maps, etc.

339. **Poor's manual of industrials,** 1910-date. N. Y. Poor, c1910-date.

Issued annually. Since 1913 includes only manufacturing, mining and miscellaneous companies. Gives—as do the four following titles—for each of the companies included, such information as brief history, capital stock, names of officers, income account, balance sheet, etc. General index of companies including merged companies.

340. **Poor's manual of public utilities**, street railway, gas, electric, water, power, telephone and telegraph companies, 1913-date. N. Y. Poor, c1913-date.

Annual. Formerly included in Poor's Manual of industries. Merged companies may be found through the index.

341. **Poor's manual of the railroads** of the United States, 1868/69-date. N. Y. Poor, 1868-date.

Annual. Merged companies listed in a separate index.

342. **Moody's manual of railroads and corporation securities**, 1900-date. N. Y. Moody, 1900-date.

Annual. Title has varied slightly. General index (including merged companies).

343. **Moody's analyses of investments**, 1909-date. N. Y. Moody's investor's service, 1909-date.

Annual. Continues Moody's analyses of railroad investments.

344. **Official guide** of the railways and steam navigation lines of the United States, Porto Rico, Canada, Mexico and Cuba, also time tables of railroads in Central America. N. Y. National railway pub. co., 1905-date.

Monthly numbers. Gives a list of officials, schedules and usually a map for each company. An index of railroads and steamship lines is given in the front of each number. In the back there is an index of points reached by water routes and a general index of stations indicating what railroads run into a town (with the number of the company's time table to be consulted) and the relative location of the stations if there is more than one railroad in the town.

345. **U. S. Interstate commerce commission.** Annual report on the statistics of railways in the United States, 1887/88-date. Washington, Government printing office, 1887-date.

346. A valuable source of information for the business man is the **city directory**, not only the directory of his own city, but of other large cities of the country and of the towns with which his business brings him in contact. These usually contain, in addition to the alphabetical list of residents, a list classified according to business or profession. The directories of Chicago, New York, St. Louis, Washington and towns of Illinois such as Springfield, Peoria, Champaign-Urbana, Danville, Decatur, etc. are typical directories and may be found in the Reference Room.

There are also directories published listing people of a certain profession or trade. Business men are often interested in those which cover their own and related fields.

347. **Business digest** and investment weekly, Sept. 30, 1918-date. N. Y. Arrow publishing corp. 1918-date.

Weekly. Formed by the combination of Business digest and Investment weekly. Gives editorial comments and short articles under such divisions as Advertising and selling, Manufacturing and industrial management, Foreign trade, Banking and finance, and Investment market. In the section "Week's business digest" articles of special interest to business men are listed under subjects alphabetically with an indication of the number of words in the article and a short summary of the article.

CHAPTER XXVIII

EDUCATION

348. Although there is some reference material to be found on education in general encyclopedias, religious cyclopedias, *Cyclopedia of American government*, Larned, *History for ready reference*, and Bailey, *Cyclopedia of American agriculture*, more information is given in the special cyclopedia of education and the directories and government publications listed below.

349. **Monroe, Paul**, ed. *Cyclopedia of education*. N. Y. Macmillan, 1911-13. 5v.

A comprehensive work by authorities on education as an art and a science, including also biography of educators, descriptions of higher institutions of learning, and the history and present systems of education in different countries, states, and cities. Articles are signed by initials and completed by excellent bibliographies. A few illustrations. Alphabetical arrangement. Analytical indexes in v.5 group the articles in their logical relations.

350. **U. S. Bureau of education**. *Annual report*, 1867-68, 1870-date. Washington, Government printing office, 1867-date.

Two volumes for each year: the first containing articles on educational topics of current interest, laws, and information concerning education in the various states and countries; the second consisting of statistics of schools and colleges in the United States. Index in each volume and general index for 1867-1907.

351. ———— *Bulletin*, 1906-date. Washington, Government printing office, 1906-date.

Issued irregularly, usually about fifty a year. Each number is on a separate topic of current educational interest, such as the honor system, vocational education, Gary school system, etc.

352. **U. S. Bureau of education.** Educational directory, 1912-date. Washington, Government printing office, 1912-date.

Issued as one of the Bulletins each year. Directory for 1919-20 is in seven parts: Government educational activities, Public-school systems, Higher education and Training of teachers, Special schools, Summer-school directors, Museums and libraries, Miscellaneous educational organizations.

353. ————Library. Monthly record of current educational publications, 1912-date. Washington, Government printing office, 1912-date.

Lists books and articles on educational subjects appearing in periodicals, government and society publications. Arranged under broad subjects. Author and subject index for each annual volume.

354. **Illinois. Department of public instruction.** Illinois school directory, 1905-date. Springfield, State of Illinois, 1905-date.

Published annually. Personnel of the state department of public instruction, county superintendents of schools, list of all graded schools in Illinois, with names of superintendents and principals, faculties of Illinois state normal schools, officers of Illinois state teachers' association.

355. **Patterson's American educational directory**, comp. and ed. by H. L. Patterson. Chicago, American educational co. 1903-date.

Published annually. First part of book is a geographical list, by state and city, of public school officials and "all schools and colleges, together with information as to the kind of school, class of students admitted, religious denomination, year established, and the name of the head of the institution." *Introduction.* Following this are a list of schools arranged according to the kind of school; e.g. law schools; a geographical list of libraries; an alphabetical list of college colors; and an alphabetical "index" of schools, giving simply their location.

356. **Baird, William Raimond.** Baird's manual of American college fraternities. 9th ed. N. Y. J. T. Brown, 1920.

Introductory section on origin, progress, manners, customs, and peculiar features of Greek-letter fraternities. Main part consists of histories of separate fraternities, with pictures of their badges, list of chapters, and famous alumni members. Includes men's fraternities, women's fraternities, professional, honorary, local, and inactive fraternities. Bibliography, statistics, and directory of colleges and chapters. Alphabetical index of fraternities.

357. **U. S. Superintendent of documents.** Price list, no. 31. Washington, Government printing office.

List of documents for sale by superintendent of documents on education, including agricultural and vocational education, and libraries.

CHAPTER XXIX

UNITED STATES PUBLIC DOCUMENTS

358. "The government of the United States is the greatest of all modern publishers. It employs thousands of scientists, who are engaged the year round in making researches and investigations in all branches of agriculture and household economy, in geology, in mining, in electricity, in chemistry, in astronomy, in engineering, in aviation, in preventive medicine, in forestry, in irrigation, in shipping and railroad problems, in trade and manufactures. The arts of war as well as those of peace are also actively cultivated. The greatest art of all, that of maintaining and spreading free government, is strenuously carried on by President, Cabinet, Senators, Representatives, Army, and Navy.

"The results of all these activities of the most comprehensive and effective organization ever known are constantly reduced to print and poured out in an incessant flood from the Government Printing Office at Washington, the largest printing plant in the world.

"The greater number of these public documents are sold by the Superintendent of Documents, located in the Government Printing Office. The Government did not establish this sales office for purposes of profit, but as a public convenience. The prices charged cover only paper and printing, no charge being made for the services of the statesmen and scientists who are the authors of the various books, pamphlets, periodicals, and maps, nor are commissions allowed for their sale. The documents have the freedom of the mails and are sent without postage." U. S. Superintendent of documents. *Price list*.

Useful keys to the departments of the government and their publications are the following:

359. **Swanton, Walter I.** comp. Guide to United States government publications. Washington, Government printing office, 1918. (U. S. Bureau of education. Bulletin, 1918, No. 2.)

“This Bulletin is divided into 11 parts, one for each of the 10 executive departments of the Government and one part for the miscellaneous important independent bureaus and commissions. Each part is divided into sections, one for each of the bureaus under the department considered, and the description is given in most instances in the following order: Principal administrative officials, general information and duties, general publications, method of distribution of general publications, annual and other periodical publications, lists, indexes, mailing lists, maps, and correspondence. At the beginning of each part is a brief description of the department considered.” *Introduction*. A chart following the title page shows the relations between departments, bureaus, divisions, etc. The appendix contains various lists and a directory of executive departments and bureaus. Index at the end.

360. **U. S. Superintendent of documents.** Monthly catalogue United States public documents, 1895-date. Washington, Government printing office, 1895-date.

Arranged by departments alphabetically. Gives price of documents or indicates by symbols those which are free or unobtainable. Twelve monthly numbers form a volume ending with the June number. Minute author and subject index for each volume.

361. ————Price lists of government publications. Washington, Government printing office.

Lists of government publications on various subjects; e.g. Army, Roads, Fishes, Government periodicals, with prices of each. Each subject forms a separate pamphlet bibliography.

362. A very large proportion of the United States documents is received by the University of Illinois Library. Many of them are classified and cataloged like other books (see section 57) and some of these have been listed in preceding chapters on Sociology, Geography, Education, Science, Agriculture, etc. Others are shelved in one collection known as the

Congressional Documents or Serial Set, and like periodicals require special indexes to unlock their contents.

363. The Congressional Documents and Serial Number.—The publications authorized printed by Congress include the Journals, which are the bare minutes of the proceedings of Congress; Reports of the committees of the Senate and House of Representatives; Documents, which are papers originating chiefly in the departments of the federal government outside of Congress; and the Congressional Record, which is the daily verbatim report of all that is spoken in Congress. All except the last are published in a series called the Congressional Edition or Serial Set. The volumes of this set are arranged in groups, first, according to Congress and Session¹⁶ then by Senate or House, and finally according to Reports or Documents. Beginning with the 15th Congress, Dec. 1, 1817, a separate number has been assigned to each volume, so that the volumes are numbered consecutively throughout the set from the above date to the present time, no. 1 being the first volume of the publications of the 15th Congress and no. 6897 being the number of the first volume of the 64th Congress in 1915. These numbers are known as "serial numbers," and as the Congressional Edition is shelved according to them, any volume wanted from the set must be called for at the Loan Desk by its serial number. The serial number must not be confused with the document or report number or the volume number, which may be duplicated many times over in the different Congresses. The serial number may be determined by the use of the Indexes to the U. S. public documents.

364. U. S. Superintendent of documents. Checklist of United States public documents, 1789-1909, v.1. Washington, Government printing office, 1911.

Checklist to the Congressional edition, p. 3-169, is arranged 1st by Congress, 2d by session, 3d by classes (Senate or House reports or documents) and 4th by volume number

¹⁶There is a new Congress every odd year and a new Session every year.

in the class. Serial numbers are given in a column at the left. The rest of the book is made up of a classified list of publications issued by the Executive departments and the independent publishing offices to the end of 1909, noting which ones are also in the Congressional Edition. Index to the classified list in the back.

365. Poore, Benjamin Perley. Descriptive catalogue of the government publications of the United States, September 5, 1774-March 4, 1881. Washington, Government printing office, 1885.

Not restricted to the Congressional Edition, it includes all government publications for these years. Arrangement strictly chronological, even to the day. Author and subject index in the back. Brief abstract of each document, but no serial numbers.

366. Ames, John Griffith. Comprehensive index to the publications of the United States government, 1881-93. Washington, Government printing office, 1905.

Includes department as well as Congressional documents. Arranged by subject, with an author index in v.2.

367. U. S. Superintendent of documents. Catalogue of the public documents of...Congress and of all the departments of the government of the United States...the "Comprehensive index," March 4, 1893-June 30, 1915. Washington, Government printing office, 1896-1918. v.1-12.

Often called by the title Document Catalogue, which appears on the binding of v.9-12.

Issued every two years, one volume for each Congress. Includes department as well as Congressional publications. Arranged alphabetically by author and subject. The serial number is given in the *Congressional documents list*, which is found in regular alphabetical order with the letter *C* in each volume and is arranged similarly to the *Checklist*. Since July 1, 1899 the serial number is also given with the reference in bold-face type, thus: **6640**. Often several editions

of the same document are listed, the Congressional Edition with the serial number usually being given last, in the following manner:

NICKLES, JOHN MILTON. Bibliography of North American geology, 1912, with subject index. 1913. 192p. (Geological survey. Bulletin 545.)

———Same. (H. doc. 311, 63d Cong. 2d sess. In v.43; 6640.)

368. **U. S. Superintendent of documents.** Index to the reports and documents of...Congress...being the "Consolidated index," December 2, 1895-November 21, 1918. Washington, Government printing office, 1897-1919. v.1-26.

Usually called by its binders' title, Document index.

Supplements the Document Catalogue by being more up-to-date—a new volume being issued for each session of Congress—but indexes only the Congressional Edition. Arranged by author and subject. In back of each volume are numerical lists and a schedule of reports and documents giving serial numbers.

369. **Directions for finding serial numbers.—**

Before 1895, look under subject in Poore or Ames and find reference like this: H.E. 48-1, v.10, no.1. Look in Checklist, 1789-1909 for corresponding serial number under 48th Congress, 1st session, House executive documents, v. 10 and find at the left the serial number **2190**.

1895-June 1899, look for subject in Document Catalogue and find a reference similar to those in Ames. Then turn to the letter C in the Document Catalogue itself and in Congressional documents list, find a schedule similar to the one in the Checklist. Serial number is given in brackets. (Checklist may be used as above instead.)

July, 1899—June 30, 1915 (date covered by last volume of Document Catalogue) look for the subject in the Document Catalogue, then, if the serial number is not given in bold-face type with the reference, turn to the department or bureau which issued the document originally and find the

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serial number in bold-face type after the title and imprint of the document.

July, 1915-Nov. 1918 (from the last date of the latest volume of the Document Catalogue to the date of the latest volume of the Document Index) look for the subject in the Document Index, then turn to the back of the volume and find serial number in the same way as in the Checklist, either in Numerical Lists of Reports and Documents or in the Schedule of Volumes. Serial number is given at the right of the page.

CHAPTER XXX

BIBLIOGRAPHY

370. **Definition and kinds.**—A bibliography is a list of books or articles by a certain author or about a certain subject; e.g. Slater, J. H., *Robert Louis Stevenson, a bibliography of his complete works*; or U. S. Children's Bureau, *List of references on child labor*.

Author bibliographies are used chiefly by scholars who are making a study of some author's works or who want information about the editions of some work. The kind of bibliography most generally used by the undergraduate student is the **subject** bibliography. He uses it in much the same way as indexes; namely, to find material for a report or paper on some subject.

A bibliography may be either **complete** or **partial**. The former attempts to list everything published on the subject. The latter may be limited to a selection of the best or the most recent material. Comparatively few subject bibliographies claim completeness, as that usually involves a long and extremely painstaking search through many libraries, catalogs, and indexes to make sure that nothing has been omitted. Since an undergraduate is not expected to make so exhaustive a study of the literature of a subject as a specialist, but needs only to examine the best material, he will find a selected bibliography of the most practical value. As Dr. Francis G. Peabody says, "a perfect bibliography may justify pride in the compiler, but may provoke despair in the reader." An extensive bibliography is more useful when **annotated**; i.e. when descriptions of the books referred to are included, with estimates of their value. Larned's *Literature of American history* is a good example.

An undergraduate student, therefore, will naturally prefer a fairly extensive, but well selected and annotated, bibliography which has been compiled for the library in which he is working, if it is attainable; but as he often will be able

to secure only a bibliography compiled for some other library, he must bear in mind that in such a list he will find that not all the references are in the library in which he happens to be, just as in using periodical indexes he finds references to magazines not in the library.

HOW TO FIND BIBLIOGRAPHIES

371. **Encyclopedias.** One of the features which is expected of the modern reference book is bibliographical information. All its articles on subjects of importance which have been sufficiently developed to have a literature are followed by bibliographies.

372. **Treatises.** Textbooks and treatises of the day, like reference books, are expected to furnish bibliographies, which are called by the various titles of *Authorities*, *Bibliography*, *Book List*, *Reading List*, *References*, *Sources*, etc. These bibliographies are found in different places in books: near the front, in an appendix, or at the beginning or end of chapters. Some books, especially the older ones, have bibliographical references in footnotes or insets in the margins, instead of collected into a list. Such references are often given by very abbreviated titles, which may be explained in full in a list at the beginning or end of the book or volume. A few examples of valuable bibliographies in treatises are those in *Cambridge History of English Literature*, *American Nation*, Sidney Lee, *Queen Victoria*.

373. **Periodicals.** Several periodicals in special lines contain bibliographies of current material; e.g. *American City*, *American Gas Association Monthly*. Excellent bibliographies on various subjects are printed in the *Bulletin of Bibliography*, issued quarterly by The F. W. Faxon Co. of Boston, and in *Special Libraries*, a periodical devoted to the interests of technical and business libraries. Municipal, state, and federal departments, bureaus, and libraries are responsible for a great many of the bibliographies published. Li-

braries printed over two hundred in 1918¹⁷ and the U. S. government, over four hundred in the year ending June 1918.¹⁸ Many of these come out in bulletins, but some are separates.

374. Separate Bibliographies. Besides the government agencies, frequent sources of separate bibliographies are college faculties, societies, and the publishers of periodical indexes.

The Library of Congress issues many printed and typewritten bibliographies, chiefly on economic, political and historical subjects. A list of them is in Swanton, *Guide to government publications*, p. 122-24.

The Drama League of America publishes selected lists of plays and works on dramatic subjects.

The H. W. Wilson Co. publishes club study outlines, with bibliographies, as well as the Handbook series. (See section 193).

375. Cataloging and shelving of bibliographies.—Separate bibliographies and the most important of the bibliographies in books and periodicals are indicated in the card catalog as shown in section 45. New ones are listed in the *Bulletin of the Public Affairs Information Service* and the *Library Journal*. Manuscript and typewritten bibliographies, whether compiled by the University of Illinois Library or by some other library, are kept in a file in the Reference Room and are cataloged in a subject index at the Reference Desk. A selected collection of printed separate bibliographies is shelved near the Reference Desk. Important among these bibliographies are the following:

376. Harvard University.—A guide to reading in social ethics and allied subjects; lists of books and articles selected and described for the use of general readers, by teachers in

¹⁷Bulletin of bibliography, Feb. 1919, 10:87-90.

¹⁸Monthly catalog of U. S. documents. Index, 1917-18, nos. 271-282, p. xvii-xix.

Harvard University. Cambridge, Mass. Harvard university, 1910.

Selected and annotated, on topics in social philosophy, social institutions, social service, ethics of modern industry, social aspects of religion. Index of authors whose books are listed.

377. **Munro, William Bennett.** A bibliography of municipal government in the United States. Cambridge, Mass. Harvard university press, 1915.

Selected, including only the more recent material both elementary and semi-technical. Partly annotated. Classified arrangement, with a good index. Includes such topics as city manager plan, municipal ownership, sanitation, censorship of amusements.

378. **Stevens, Don Lorenzo.** A bibliography of municipal utility regulation and municipal ownership. Cambridge, Mass. Harvard university press, 1918.

Selected and annotated bibliography of electric, gas, water, and traction utilities, intended for business men. Classified arrangement, with index.

379. **Modern drama and opera,** reading lists on the works of various authors. Boston, Boston book co. 1911-15. 2v.

Annotated bibliography of books and magazine articles on traits, tendencies, and technique of modern drama, and on certain dramatists and opera-composers, with a title index of Plays and Operas in each volume.

380. **Paetow, Louis John.** Guide to the study of medieval history. Berkeley, University of California press, 1917.

Following an outline of each topic is a list of books recommended for reading and a bibliography of the most important material to use in preparing papers and reports. Author and subject index.

381. **Gross, Charles.** The sources and literature of English history from the earliest times to about 1485. 2d ed. rev. and enl. London, Longmans, 1915.

Selected bibliography of the "printed materials relating to the political, constitutional, legal, social, and economic history of England, Wales, and Ireland." *Preface*. Annotated. Classified arrangement, with full index.

382. **Larned, Josephus Nelson**, ed. Literature of American history; a bibliographical guide. Boston, A. L. A. publishing board, 1902.

A bibliography of the history of the U. S., Canada, and Latin America, with a critical note for each book signed by the initials of the critic. Arranged by geographical sections, by subjects, and chronologically. Author and subject index in the back, which refers to books by number of entry in the bibliography instead of page reference. Appendix includes selected lists of books.

Annual supplements are entitled *Writings on American history*.

383. **Griffin, Appleton Prentiss Clark**. Bibliography of American historical societies (the United States and the Dominion of Canada). 2d ed. rev. and enl. Washington, Government printing office, 1907. (American historical association. Annual report, 1905. v.2.)

Lists publications of American historical societies from their beginnings to 1905. Arrangement: 1, National organizations; 2, State and local societies. For each society is given a full list of its publications with detailed contents of each volume. Indexes: 1, Subject and author; 2, Biographical; 3, Societies. References are to title numbers and not to pages.

384. **Catalogs and Indexes**.—There are two other kinds of lists which are sometimes called bibliographies, but which have certain distinguishing features from the bibliography as usually defined. One is the catalog, either of a library or of all books published by a certain publisher or group of publishers. A portion of a catalog may be taken as the foundation of a bibliography, as when one copies from the card catalog of a library or from the *U. S. Catalog* the entries

which are found under a given author or subject, but this copied part in itself would make neither a complete nor a selected bibliography, since the limitations would be those of necessity rather than choice. A list of the books issued by the publishers of a certain country is, however, called a "trade bibliography," though the use of the term bibliography in this case hardly conforms to the customary definition.

The other list similar to a bibliography is the Index, of which examples are *Readers' guide*, Hasse, *Index of economic material in the documents of the United States*, and Baker, *Guide to best fiction*. These are limited by form of material included rather than subject matter; i.e. as in the above examples, to periodicals, documents, or novels. Indexes and catalogs are helps in preparing bibliographies, rather than bibliographies in themselves.

HOW TO MAKE A BIBLIOGRAPHY OR REFERENCE LIST

385. In many courses in the University the students are required to make bibliographies, either to precede or accompany papers. The following suggestions are made for preparing accurate, consistent, and well selected bibliographies.

386. Before starting to collect references, be sure that you **understand the scope** of the subject. Read an account of it in a reference book, or, if it is too new a subject for that, read as general a magazine article about it as you can find. Then look at the subject from different angles. For example, consider the topic, English cathedrals. This may be regarded from the viewpoint of church architecture or of English architecture, of travellers' descriptions or of the religious history of England, or of the present government and usage of the Church of England. You should consult different classes of books for these different phases of the one subject and you may think of several headings to consult in the catalog and indexes. Be on the lookout always for bibliographical suggestions in books and articles as you look them over.

387. Collecting the references:*Books.*

1. Select books from those listed in the card catalog on the topic, noticing as a basis of selection authors, dates, publishers, etc.

2. Examine bibliographies which may be found in them for new titles.

3. List articles in reference books and their bibliographies.

4. Consult the bibliographies, indexes, and special catalogs available on the subjects which include the different phases of the topic; e.g. Gross, *Sources of English History* and Boston Public Library, *Books on Architecture*.

5. Look for chapters in books by consulting the "A.L.A." *Index to General Literature* (see section 257) and *Readers' Guide* (see section 97). It may be necessary to look for chapters in books of a broader scope than the special topic on which you are working; e.g. books on history of architecture for chapters on cathedrals.

Periodical articles.

Consult the Magazine Indexes to find articles published in periodicals. (See section 106). Carefully examine articles to see whether they are worth including.

388. Recording the References.—A good bibliography is well arranged and notes references with sufficient fullness of detail to identify them easily.

1. For convenience the references should be entered first on separate P slips or cards because they can be rearranged as desired. After the references are collected and arranged, copy them on sheets, with two line spaces between entries.

2. The following details should be included in the references:

a. In reference books: author, title, edition, if other than 1st, place of publication, publisher, and date of the book; and the author, title, volume, and inclusive pages of the article.

b. In other books; *Whole books*: call number, author, title, edition, if other than 1st, place of publication, publisher, date, and number of pages or volumes. *Parts of books*: call number, author, edition, if other than 1st, title, place of publication, publisher, and date of the book; and title and inclusive pages of the chapter or section.

c. Periodical articles: the title of the periodical and the volume, inclusive pages, author, and title of the article, with the date of the issue of the periodical (day and month as well as year). The call number should be included for periodicals in the stacks.

3. The general arrangement of the list varies with the subject, but whatever method of entry and arrangement is decided upon it should be followed consistently. In a short bibliography, which does not require a special grouping of references according to subdivisions of the subject, a convenient arrangement is to divide the references into two groups: one of books and the other of periodical articles, and then arrange the first group alphabetically by authors, and the second group alphabetically either by authors of the articles, or by the titles of the periodicals. In case of anonymous books and articles the entries and arrangement should be by title.

389. The following bibliographies show two methods of entering and arranging the same material.

SAMPLE BIBLIOGRAPHY 1.

ENGLISH CATHEDRALS

A LIST OF REFERENCES

BOOKS

- 282 Abbey, Charles John and Overton, John Henry.
 Ab1e The English Church in the eighteenth century. Lon-
 v.2 don, Longmans, 1878.
 v.2, p. 485-87. Church music; cathedrals.
- 726.6 Bond, Francis.
 B64e4 The cathedrals of England and Wales. 4th ed.
 London, Batsford, pref. 1912. 493p.
- 283 Cutts, Edward Lewes.
 C98d4 Dictionary of the Church of England. 4th ed. Lon-
 don, Society for promoting Christian knowledge, 1913.
 p. 122-31. Cathedral.
- Encyclopaedia Britannica. 11th ed. Cambridge, Eng.
 University press, 1910.
 v.5, p.521-23. Cathedral architecture, by R. P. Spiers.
- 914.2 Great western railway company of England.
 G79e The cathedral line of England: its sacred sites and
 shrines. London, Published by the author, 1908. 72p.
- 726.6 Massé, Henri Jean Louis Joseph.
 M38e2 The cathedral church of Bristol. 2d ed. London,
 Bell, 1910. 112p.
- 726.6
 M38ca3 The cathedral church of Gloucester. 3d ed. London,
 Bell, 1910. 133p.

PERIODICALS

- Century. New series, v.11, p. 724-35. March 1887. The
 cathedral churches of England, by M. G. van Rensselaer.
- Living age. v.194, p. 367-70. 6 Aug. 1892. Curiosities
 in our cathedrals.
- 780.5 Musician. v.14, p. 178-79. April 1909. Observations
 MUS about some English cathedrals, by J. L. Erb.
 v.14

SAMPLE BIBLIOGRAPHY 2.

ENGLISH CATHEDRALS

A LIST OF REFERENCES

BOOKS

- 282 Abbey, Charles John and Overton, John Henry.
 Able Church music; cathedrals. (In their English Church
 v.2 in the eighteenth century. London, Longmans, 1878.
 2:485-87.)
- 726.6 Bond, Francis.
 B64c4 The cathedrals of England and Wales. 4th ed.
 London, Batsford, pref. 1912. 493p.
- 283 Cutts, Edward Lewes.
 C98d4 Cathedral. (In his Dictionary of the Church of
 England. 4th ed. London, Society for promoting
 Christian knowledge, 1913. p. 122-31.)
- 914.2 Great western railway company of England.
 G79c The cathedral line of England: its sacred sites and
 shrines. London, Published by the author, 1908. 72p.
- 726.6 Massé, Henri Jean Louis Joseph.
 M38c2 The cathedral church of Bristol. 2d ed. London,
 Bell, 1910. 112p.
- 726.6
 M38ca3

The cathedral church of Gloucester. 3d ed. London,
 Bell, 1910. 133p.
- Spiers, R. Phené
 Cathedral architecture. (Encyclopaedia Britannica.
 11th ed. Cambridge, Eng. University press, 1910. 5:
 521-23.)

PERIODICALS

- Curiosities in our cathedrals. (Living age. 194:367-70.
 6 Aug. 1892.)
- 780.5 Erb, John Lawrence.
 MUS Observations about some English cathedrals. (Mu-
 v.14 sician. 14:178-79. April 1909.)
- Van Rensselaer, M. G.
 The cathedral churches of England. (Century. n.s.
 11:724-35. March 1887.)

APPENDIX I

QUESTIONS FOR ORAL REVIEW

1. What is meant by "classification" as applied to libraries?
2. What system of classification is used in this library?
Name the main classes.
3. Explain the terms (1) shelf list, (2) card catalog, (3) reference book, (4) reserve book, (5) title page, (6) copyright, (7) scope of the book, (8) bibliography, (9) guide card.
4. Distinguish between the terms (a) subject heading and title entry in the card catalog; (b) table of contents and index in a book; (c) call number, classification number and book number.
5. Where is the Gilt Star collection shelved? Where is the Open Shelf collection shelved? Distinguish between the types of books found in them.
6. Give the location in this library of (1) bound volumes of popular magazines, (2) bound volumes of technical magazines, (3) recent numbers of popular magazines, (4) older unbound numbers of popular magazines.
7. What are some of the characteristics of a good reference book? Show how some work of reference studied in this course fulfills the requirements.
8. Name and describe briefly the four standard unabridged English language dictionaries, giving distinctive features of each.
9. What three classes of reference books are represented by the Century dictionary?
10. If you were buying a synonym dictionary, which one would you select?
11. Where would you expect to find something about a prominent American living today? A prominent Englishman?

APPENDIX I: QUESTIONS FOR ORAL REVIEW

12. Name 4 works in which you would expect to find a biographical sketch of an English painter who died during the last century. Which two would give the best bibliographies?
13. For pronunciation of proper names of people or places where would you look?
14. If you wish to find a poem and can remember only the first line, what reference book would you consult first?
15. If you wish to find a short story where would you look to find references to books or periodicals in which it has appeared?
16. Distinguish between the Book review digest and Cumulative book index for 1918.
17. Where would you find the price and publisher of a certain book if you knew the author, the title, or the subject?
18. Where would you find listed books published last year on a certain subject? references to reviews of the most important of them?
19. What index to general periodical literature covers the 19th century? What index brings it down to date? Distinguish between the two in arrangement and information given.
20. Where would you look for criticism of a book by an English or American author of the 19th century, e.g. Thackeray's *Henry Esmond*? Where would you look for criticism of books of the 20th century?
21. What is the scope of Warner's *Library of the world's best literature*? For what would you use it?
22. Distinguish as to scope and arrangement between (a) *Statesman's year-book*, (b) *American year book*, and (3) the *New International year book*.
23. Where would you look to find the source of some familiar quotation?

GUIDE TO THE USE OF LIBRARIES

24. Name several works in which you could find population statistics for larger American cities.
25. Where would you look for a map of an important city? a map showing the products of a certain country? a map showing changes in boundaries of countries during a particular period?
26. Where would you look for the description of some city?
27. Where would you look for the duties of a department of the U. S. Government?
28. In what books of reference would you look for an extensive article on education in a particular country, e.g. Norway?
29. Give scope and arrangement of the Cambridge modern history and mention two features which make the work especially valuable.
30. Where would you expect to find an article about a mythological character? a noted name of fiction?
31. What class of books would you consult to identify a tree, a bird, or a flower?

REVIEW QUESTIONS ON THE CARD CATALOG

32. In what order are author, title and subject cards filed when the entry word is the same, e.g. steel?
33. How are cards arranged under the heading "History" for the more important countries, e.g. U. S.—History—Civil war, U. S.—History—Revolution, etc?
34. Under what heading in the card catalog would you look for
 - a. publications of a government, e.g. annual report of the Department of Agriculture of the U. S.?
 - b. publications of a society, e.g. proceedings of the National Educational Association?
 - c. periodicals; e.g. Atlantic Monthly, Engineering Magazine.

APPENDIX I: QUESTIONS FOR ORAL REVIEW

35. Give the complete subject heading for
 - a. a bibliography on the cost of living
 - b. a history of French literature
 - c. a book of travels in France
 - d. a periodical devoted to music
 - e. a criticism of Tennyson's *In Memoriam*
36. Write the first lines for all the cards which would be made in the catalog for
 - a. *David Copperfield* by Charles Dickens
 - b. *Seven Lamps of Architecture* by John Ruskin
 - c. *History of Philosophy* by Alfred Weber

APPENDIX II
SAMPLE PROBLEM
UNIVERSITY OF ILLINOIS
LIBRARY SCIENCE 12

Section E
April 15, 1920
Problem due April 22, 1920

Problem 10
Literature:
Indexes and
Quotations

Based on Manual, ch.20, sec. 244-67.

In questions with similar parts (e. g. 1, b) answer the part that is checked (✓).

1. Give the information and the reference to where you can find
 - a. the name of the author of the poem entitled The jumblies.

E. Lear.

Granger, Edith. Index to poetry and recitations. Rev. ed. p. 156.

- b. the author and title of the poem whose first line is:
"Boot, saddle, to horse and away!"

✓ "Three fishers went sailing away to the West"

Kingsley. The three fishers.

Granger, Edith. Index to poetry and recitations. Rev. ed. p. 967.

- c. the title of a rather familiar poem by "Father Ryan" about Robert Lee's sword.

The sword of Robert Lee.

Granger, Edith. Index to poetry and recitations. Rev. ed. p. 552.

2. a. What is the title of the volume of Emerson's works in which his essay on culture appears?

Conduct of life.

- b. Where did you find this information?

APPENDIX II: SAMPLE PROBLEM

The "A.L.A." index to general literature. 2d ed. p. 147.

- c. Give the call number of the book containing this essay if it is in the library.

814

Em3co

3. a. Of whom was it written "Her home is on the deep?"
✓ that he had a "clasp of things divine?"

Chaucer.

- b. Give author and title of the poem from which the above words were taken, and a reference to the collection of quotations used.

Browning, E. B. Vision of poets.

Bartlett, John. Familiar quotations. 10th ed. p. 657.

4. Where can you find
a. the name of the author of the short-story entitled
On trial?

Firkins, Ina Ten Eyck. Index to short stories. p. 251.

- b. (1) References to books and periodicals in which
Bret Harte's Tennessee's partner has been published?

————— p. 135.

- (2) Give the title of a periodical and the volume of Bret Harte's short-stories in which this has been published.

Overland monthly.

Luck of Roaring Camp.

5. a. Give a reference to a list of reviews of Mrs. O'Shaughnessy's Diplomat's wife in Mexico, 1916.

Book review digest, 1916. p. 423.

- b. Is the review in the Nation entirely favorable?
No.

6. a. Where is there a list of ten or more novels picturing the Spanish American war? ✓ the reign of Terror in France?

GUIDE TO THE USE OF LIBRARIES

Baker, Ernest A. Guide to historical fiction. p. 282.

b. Give the author and title of one.

Dickens, Charles. A tale of two cities.

7. Answer the following questions and also give references to books used.

a. Who is the publisher and what is the price of the edition of Gulliver's travels which is illustrated by Louis Rhead.

Harper. \$1.50.

U. S. Catalog, 1912-17. p. 1984.

b. Who wrote the book published within the last year or two entitled ✓ Athletes all? Master musicians?

W. Camp.

Cumulative book index, 1918-19. p. 45.

c. Give author, title, and publisher of a book published this year on the causes of the European War.

Haldane, R. B. H. Before the war. Funk.

Cumulative book index, April 1920. p. 44.

8. a. Where do you find a list giving brief plot of the best Scandinavian novels from 1800 to the present day?

Baker, Ernest A. Guide to the best fiction in English. New ed. p. 612-19.

b. How many novels by Björnson are listed?

11.

c. What country furnishes the setting for his novel Synnöve Solbakken?

Norway.

9. Give reference to a book containing a group of quotations on

a. libraries

Hoyt, J. K. Cyclopedia of practical quotations. New ed. p. 344-45.

b. sunflowers

————— p. 245-46.

APPENDIX II: SAMPLE PROBLEM

10. a. Where can you find the title of the poem beginning
"Four things a man must learn to do?" √ "It's
easy to fight when everything's right?"

Granger, Edith. Index to poetry and recitations. Rev. ed. p.783.

- b. Give the author and title of a collection of poetry
which contains the poem and is in this library.

Stevenson, B. E. The home book of verse.

11. Answer the following questions and give reference to
where you found the information.

- a. In what city is the periodical entitled "Printers'
ink" published?

New York.

*Severance, H. O. Guide to the current periodicals and
serials of the United States and Canada. 1914. p.308.*

- b. What is the name of its present editor, what is the
subscription price, and what are the circulation sta-
tistics?

John Irving Romer. \$3.00. 13,634.

*Ayer, N. W. and Son. American newspaper annual and
directory. 1920. p.680.*

12. a. Compare Hoyt's Cyclopedia of practical quotations
and Bartlett's Familiar quotations in regard to gen-
eral arrangement.

*Hoyt: arranged alphabetically under subject of quota-
tion.*

*Bartlett: arranged chronologically under author of
quotation.*

- b. Give a question (and page reference to the answer)
which can be more easily and satisfactorily answered
from the collection made by Hoyt.

*Where are there a number of quotations on various rivers
of the world? p.530-33.*

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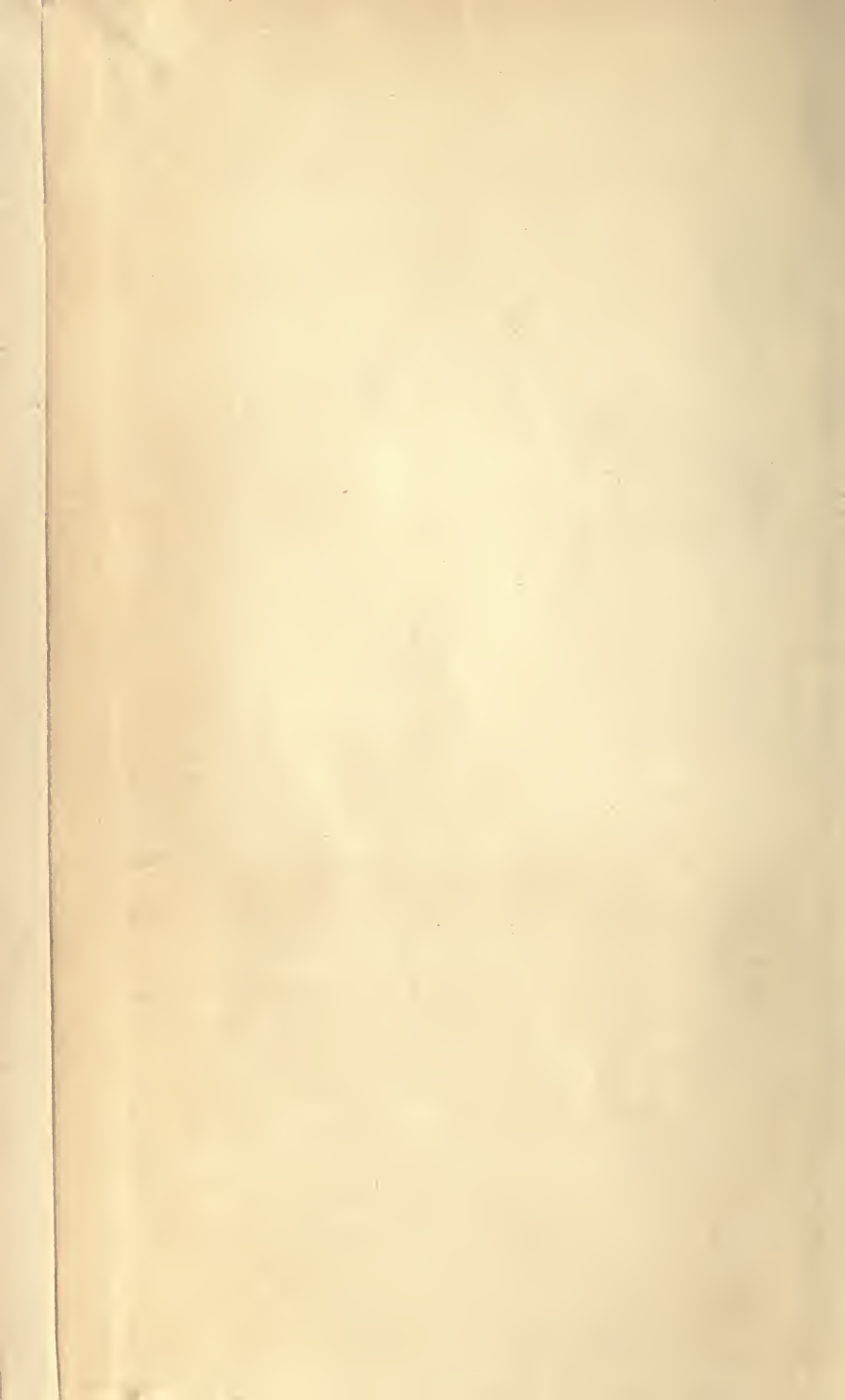
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